

## Deliverable Item Technical Specification

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Deliverable No. D001	Acquisition Document No.	Specification Title: Periodic Progress Report
<p><i>Instructions for Preparation:</i></p> <p>The report shall include:</p> <ol style="list-style-type: none"> <li>A cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Deliverable Number, the security classification, and the name of the issuing Government activity.</li> <li>Description of the progress made against milestones during the reporting period.</li> <li>Results, positive or negative, obtained related to previously identified problem areas, with conclusions and recommendations.</li> <li>Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart.</li> <li>Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract.</li> <li>Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract.</li> <li>Cost curves showing actual and projected conditions throughout the contract.</li> <li>Any cost incurred for the reporting period and total contractual expenditures as of reporting dates.</li> <li>Person-hours expended for the reporting period and cumulatively for the contract.</li> <li>Any trips and significant results.</li> </ol>		

## Deliverable Item Technical Specification

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Deliverable No. D002	Acquisition Document No.	Specification Title: Conference Minutes
<p><i>Instructions for Preparation:</i></p> <p>The report shall include:</p> <ul style="list-style-type: none"><li>a. A cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Deliverable Number, the security classification, signature blocks, and the name of the issuing Government activity.</li><li>b. Purpose and objectives of the conference.</li><li>c. Conference location.</li><li>d. A summary of the discussions, decisions, agreements, and directions of the conference.</li><li>e. A list of attendees by name, rank or position, activities represented, and phone numbers as appropriate.</li><li>f. Copies of action item sheets for each action to be implemented as a result of the conference. Format of the action item sheets shall be as specified by the conference chairman.</li><li>g. An updated copy of the conference agenda reflecting the actual agenda for the conference as conducted.</li><li>h. The required elements of information specified by the conference chairman which are applicable to the type of conference conducted and other data and information as mutually agreed between the contractor and the procuring activity.</li></ul>		

## Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: Inventory Control and Property Accountability Record					
Deliverable No. D003	Acquisition Document No.	Frequency: Semi-Annual	First Submission: 90 DAA	Subsequent Submission: 270 DAA	Distribution:		
					Addressee	Copies Draft      Final	
<p>Remarks:</p> <p>A. Each time new equipment is acquired, the record shall be updated to maintain a current record of all Government furnished and Contractor acquired equipment.</p> <p>B. Contractor may use its own format within the guidelines of this document specification. Document shall be legible and reproducible on standard 8 ½" X 11" paper, with electronic copy supplied on 3 ½" diskette or email as appropriate. All attachments shall be referenced and included with the report.</p> <p>C. This record shall provide information on both Government furnished and Contractor acquired equipment.</p> <p>D. This record is to provide an inventory control record of system/equipment hardware end items, including ancillary, test, checkout, alignment, and calibration and maintenance equipment required for operations.</p>					SFIL-NSM		2
					AMSMC-PAE-D		1

<i>Deliverable No.</i> D003	<i>Acquisition Document No.</i>	<i>Specification Title:</i> Inventory Control and Property Accountability Record
<i>Instructions for Preparation:</i> The report shall include: a. This report shall cover all GFM and Contractor acquired equipment in inventory. The items shall be ordered first by contract number, by Contract Line Item Number (CLIN) within each contract number, GFM line item, then NSN (if applicable) b. Each item entry shall contain the following information: <ul style="list-style-type: none"><li>• Contract number</li><li>• CLIN</li><li>• NSN (if applicable)</li><li>• Part number (if applicable)</li><li>• Actual replacement percentage</li><li>• Quantity on hand</li><li>• Unit price</li><li>• Authorized stock level</li><li>• Quantity excess to authorized stock level</li><li>• Narrative for excess justification (if applicable)</li></ul>		

## Deliverable Item Technical Specification

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<i>Deliverable No.</i> D004	<i>Acquisition Document No.</i>	<i>Specification Title:</i> Property Management Plan
<i>Instructions for Preparation:</i> The plan shall include: a. This report shall cover all GFM and Contractor acquired equipment in inventory. The items shall be ordered first by contract number, by Contract Line Item Number (CLIN) within each contract number, GFM line item, then NSN (if applicable) b. Each item entry shall contain the following information: <ul style="list-style-type: none"><li>• Contract number</li><li>• CLIN</li><li>• NSN (if applicable)</li><li>• Part number (if applicable)</li><li>• Actual replacement percentage</li><li>• Quantity on hand</li><li>• Unit price</li><li>• Authorized stock level</li><li>• Quantity excess to authorized stock level</li><li>• Narrative for excess justification (if applicable)</li></ul>		

# Non-Stockpile Chemical Warfare Materiel

## Deliverable Item Technical Specification

<i>Contract Title:</i> Non-Stockpile Systems Contractor II		<i>Specification Title:</i> Safety, Health, and Emergency Response Plan (SHERP)									
<i>Deliverable No.</i> D005	<i>Acquisition Document No.</i>	<i>Frequency:</i> As Required	<i>First Submission:</i> By Task	<i>Subsequent Submission:</i> By Task	<i>Distribution:</i>						
					<i>Addressee</i>	<i>Copies</i> <i>Draft</i> <i>Final</i>					
<i>Remarks:</i> A. This plan shall be submitted as specified by individual Task Order. This plan shall be site specific. An approved, final plan is required prior to initiating operations at any specific site. B. This plan shall ensure the safety and health of working conditions on a specific Task Order. This plan shall ensure compliance with (but not limited to): 29 CFR 1910, 29 CFR 1926, EM 385-1-1, AR 40-5, AR 50-6, AR 190-59, AR 385-59, AR 385-40, AR 385-61, DA Pam 40-173, DA Pam 50-6, DA Pam 385-61, CRDEC-CR-143 and 148, FM 3-9, the Generic Medical Support Plan for the Non-Stockpile Chemical Materiel Program, TB Med 503, PMCD 385-1, and PMCD 385-3. C. Contractor may use its own format within the guidelines of this document specification. Document shall be legible and reproducible on standard 8 ½" X 11" paper, with electronic copy supplied on 3 ½" diskette or email as appropriate. All attachments shall be referenced and included with the report.					SFIL-NSM	5	12				
					SFIL-CMS	2	0				
					SFIL-CME	1	0				
					AMSMC-PAE-D	0	1				
					DDCC	0	2				
					TEU	2	2				
					<b>TOTAL:</b>		<b>10</b>	<b>17</b>			
					<i>Prepared by:</i>		<i>Date:</i>	<i>Approved By:</i>	<i>Date:</i>	<i>Version:</i> 1.0	

Deliverable No. D005	Acquisition Document No.	Specification Title: Safety, Health, and Emergency Response Plan (SHERP)
<p><i>Instructions for Preparation:</i></p> <p>The SHERP shall address, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Purpose and Objectives of Site Specific Operations, including applicable regulations, emergency phone numbers, and general tasks</li> <li>• Site description, and results of any site characterizations</li> <li>• Chemicals known to have been used at the site</li> <li>• Transportation/relocation of equipment</li> <li>• Installation/setup of equipment</li> <li>• Health &amp; safety responsibilities including Contractor's safety organization and personnel responsibilities</li> <li>• Hazard identification and risk assessment including chemical hazards, Permissible Exposure Limits (PEL) of chemical agents, physical hazards, industrial safety hazards, and an Activity Hazard Analysis</li> <li>• Training that includes basic safety &amp; health training program, Unexploded Ordnance (UXO) training (if applicable), site specific hazard training, safety meetings, safety inspections, first aid/CPR, safety briefings for visitors and escorting visitors, and maintaining training records</li> <li>• Personal Protective Equipment (PPE) Program including PPE to be used for different categories of work to be conducted at the site, respiratory protection action levels, respirator training, respirator fit-testing, and respirator cleaning, inspecting, maintenance, sanitation, and storage</li> <li>• Methods of communication to be used at the site</li> <li>• Decontamination Section including personal hygiene, contamination prevention, personnel and equipment decontamination procedures, and disposal of contaminated materials</li> <li>• General Site Safety Procedures that included forbidden practices, heavy equipment operation, mechanical equipment operation, materials lifting, electrical hazards, safety in demilitarization operations, fire prevention and protection, cold stress, heat stress, buddy system, insect bites and stings, and sharp cutting tools</li> <li>• Site Specific Medical Surveillance</li> <li>• Site Specific Emergency Response</li> <li>• UXO (if applicable), including personnel, response and general safety precautions, demilitarization of UXO, safety precautions for fuzes, precautions for pyrotechnics and incendiary munitions, safety precautions for ground launched and employed munitions, and disposal of UXO</li> <li>• Logs, reports, and record keeping that include Field Change Requests (FCR), on-site log, accident/incident reports, accident exposure and experience, health and safety field log books, visitor log, and training log</li> <li>• Authorization of personnel to enter restricted areas</li> <li>• Final destruction/disposition of wastes</li> <li>• Site restoration</li> <li>• Equipment close-out</li> <li>• Material Safety Data Sheets (MSDS)</li> <li>• Field Team Review of SHERP documentation</li> </ul> <p>The plan shall include the following specific attachments:</p> <ol style="list-style-type: none"> <li>1. <b>Protective Action Plan (D007):</b> The Contractor shall include the Protective Action Plan, Deliverable D007, with a site specific implementation annex as an attachment to the SSWP.</li> <li>2. <b>Accident Prevention Safety Program (D021):</b> The Contractor shall include the Protective Action Program, Deliverable D021, with a site-specific implementation annex as an attachment to the SSWP.</li> <li>3. <b>Site Specific Medical Support Plan:</b> The Contractor shall develop and implement a Site Specific Medical Support Plan, as required by the subsequent task order. The Site Specific Medical Support Plan shall include Occupational Health and Hygiene issues covering equipment installation and site operations. Occupational Health and Hygiene issues shall describe procedures to be implemented by the Contractor to meet the Occupational Safety and Health Administration (OSHA) and Army requirements during the equipment installation and operations at each site. The plan shall also contain the basic standard operating procedures for occupational health, environmental health, industrial health, and health care administration.</li> </ol>		

Deliverable No. D005	Acquisition Document No.	Specification Title: Safety, Health, and Emergency Response Plan (SHERP)
<p><i>Instructions for Preparation:</i></p> <p>3.1. The Contractor shall establish a Site Specific Medical Surveillance Plan designed to assist in the prevention, diagnosis, and treatment of occupational illnesses and injuries sustained during site operations. The purpose of the SSMSP is:</p> <ul style="list-style-type: none"> <li>• To assess the individual's health status prior to participation in site operations</li> <li>• To determine the individual's ability to perform work assignments in the levels of PPE required by the SHERP</li> <li>• To establish baseline data for comparison to future medical surveillance data in order to monitor any changes in the health status of site personnel</li> <li>• To establish site specific facilities and procedures for emergency and non-emergency medical treatment of personnel injured while participating in site activities</li> </ul> <p>3.2. The Contractor shall establish an Occupational Health Program (OHP) in compliance with applicable OSHA and DA standards to prevent, diagnose, and treat occupational illnesses and injuries sustained in the performance of official duties. The Contractor shall incorporate all personnel, who directly supervise, support, or conduct site operations into the OHP. This OHP shall be based upon the Generic Medical Support Plan for the Non-Stockpile Chemical Materiel Program.</p> <p>3.3. The Contractor shall develop and implement, as part of the SHERP, an Occupational Health and Hygiene Plan covering equipment installation and site operations in accordance with TB Med 503. In addition, the laboratory chemical hygiene plan required by OSHA shall be included in the Occupational Health and Hygiene Program. Following Government acceptance of the Plan, the Contractor shall implement an Occupational Health and Hygiene Program in accordance with this plan. The OHHP shall be reviewed and updated annually as directed by the PCO or COR.</p> <p>3.4. As each operation and recovered CWM site is scheduled, the Contractor shall tailor the OHP to meet the specific conditions expected. Contract medical personnel shall provide occupational health services under the OHP. These services shall be limited to occupational associated maladies, but in emergency situations non-occupational conditions shall also be treated. Medical personnel and technicians retained for this program shall have the training and equipment to respond to chemical weapons/materials casualties.</p> <p>3.5. As part of the OHP, the Contractor shall provide the occupational health services and health care administrative services described in the Generic Medical Support Plan for the Non-Stockpile Chemical Materiel Program, for the purpose of administering first aid, initial treatment and stabilization for non-life threatening, on-the-job illnesses and injuries, as well as decontamination and initial treatment of chemical agent casualties. Medical personnel shall be available during all operations and maintenance shifts. The Contractor shall have sufficient medical personnel to adequately provide the spectrum of health services described above.</p> <p>3.6. The Contractor shall establish and emergency response team composed of personnel who shall be trained in providing emergency treatment to chemical agent casualties, including decontamination prior to transportation to on-site or off-site treatment facilities.</p> <p>3.7. The Contractor shall also equip and operate a dedicated patient transportation vehicle at the recovered CWM site for movement of patients with non-life threatening injuries and illnesses to nearby hospitals for further evaluation and treatment. The Contractor shall assure that a ground ambulance is available and used for transportation of more seriously injured patients.</p> <p>4. <b>Emergency Response Capability:</b> The Contractor shall conduct routine training exercises and drill the workforce in all procedures necessary to assure that personnel respond properly in abnormal or emergency situations. These situations include spills, fires, explosions, and release of chemical agents. The Contractor shall also ensure that the proper notification agreements have been executed with local communities and particularly the communities' emergency service providers. The Contractor shall provide communications equipment to enhance community notification.</p> <p>4.1. Local coordination of Medical Support/Emergency Response Capability. At each operational site which is not located on an active military installation, the Contractor shall solicit the support of the local emergency organizations in dealing with potential emergencies. In particular the Contractor shall coordinate with local hospital emergency facilities, local ambulance, rescue, and fire companies, state, county, and local officials, and police and national guard units to provide emergency support in the event of a chemical incident exceeding the Contractor's ability to control. The decontamination and emergency treatment of chemical agent casualties and, where appropriate, shall coordinate possible evacuation strategies with fire, police and national guard units. To formalize these preparations, the Contractor shall solicit memoranda of agreement between the Contractor and these various organizations.</p>		

Deliverable No. D005	Acquisition Document No.	Specification Title: Safety, Health, and Emergency Response Plan (SHERP)
Instructions for Preparation:		
<p>5. <b>Accident Reporting:</b> The Contractor shall prepare and submit as required by the subsequent task order, Accident/Incident Reports (IAW D026). The Contractor shall prepare and furnish Accident/Incident Reports for all accidents involving either injury or in instances where chemical agent is released to the environment. Reporting procedures shall follow the guidance within PMCD 385-3.</p> <p>6. <b>Contingency Plan:</b> The Contractor shall develop and implement a Contingency Plan, as required by the subsequent task order. This plan shall document procedures that are to be used for immediate response to emergency situations so that the affected groups or activities know in advance how they should react, and their role in meeting the emergency. Emergencies, in additions to severe natural catastrophes, including fire, explosion, injury, and accidental discharge of hazardous materials. The purpose of this section is to ensure that there is a process for responding to emergency situations at the operation site. The Contingency Plan shall include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Procedures for rapid response to emergency situations, including fire, explosion, injury, and accidental discharge of hazardous materials, including failure of equipment. The procedures shall be compatible with, and coordinated with the disaster control plan of the installation where the task site is located, if applicable. The procedures shall include safety, security, surety, hazard assessment, and medical</li> <li>• The Contractor's personnel responsible for responding to emergencies shall be identified, and the hierarchical authority chain defined</li> <li>• The location and description of the first-aid stations, eyewash stations, CPR kits, first-response fire-fighting equipment, and emergency response equipment intended for the protection of the task site and material storage areas.</li> <li>• Communications procedures which include the coordination with the installation and local emergency facilities</li> <li>• Evacuation routes</li> <li>• Implementation strategies and procedures for test exercises. A list of personnel that shall be contacted immediately in an emergency situation. This list shall include telephone numbers, and substitute personnel</li> <li>• Procedures for follow-up of injury, accident/incident investigation, and reporting</li> </ul>		

## Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: Site Specific Work Plan (SSWP)									
Deliverable No. D006	Acquisition Document No.	Frequency: As Required	First Submission: By Task	Subsequent Submission: By Task	Distribution:						
					Addressee	Copies					
	Draft	Final									
<p>Remarks:</p> <p>A. This plan shall be submitted as specified by individual Task Order. This plan shall be site specific. An approved, final plan is required prior to initiating operations at any specific site. The requirements of this plan may be tailored to a specific site application with written approval from the COR, to be included with the submitted final document.</p> <p>B. This plan shall address the specific requirements of the individual task order to accomplish the contracted efforts. The Contractor shall consider the requirements of CERCLA, RCRA, and any permitting requirements when developing the SSWP. This plan shall ensure compliance with (but not limited to): 29 CFR 1910, 29 CFR 1926, EM 385-1-1, AR 40-5, AR 50-6, AR 190-59, AR 385-59, AR 385-40, AR 385-61, DA Pam 40-173, DA Pam 50-6, DA Pam 385-61, CRDEC-CR-143 and 148, FM 3-9, Laboratory Quality Control Plan and Procedures for the NSCMP, Rev 1 July 1996, and the Monitoring Concept Plan, Buried Chemical Materiel, Types 1 and 2 (Transportation, Storage, and Destruction), Rev 1, PMNSCM Sep 1997.</p> <p>C. Contractor may use its own format within the guidelines of this document specification. Document shall be legible and reproducible on standard 8 ½" X 11" paper, with electronic copy supplied on 3 ½" diskette or email as appropriate. All attachments shall be referenced and included with the report.</p>					SFIL-NSM	5	12				
					SFIL-CMS	2	0				
					SFIL-CME	2	0				
					AMSMC-PAE-D	0	1				
					DDCC	0	2				
					TEU	2	2				
					TOTAL:					11	17
					Prepared by:		Date:	Approved By:		Date:	Version: 1.0

Deliverable No. D006	Acquisition Document No.	Specification Title: Site Specific Work Plan (SSWP)
<p><i>Instructions for Preparation:</i></p> <p>The SSWP shall include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Scope</li> <li>• Purpose and Objectives of Site Specific Operations, including applicable regulations, and general tasks</li> <li>• Definition of Terms</li> <li>• Site background and setting               <ul style="list-style-type: none"> <li>• Description of each site</li> <li>• Buildings currently on the site</li> <li>• Proximity of the site to any surrounding wetland areas</li> <li>• Site accessibility to the public</li> <li>• Figure depicting the site and abutting properties</li> </ul> </li> <li>• Initial evaluation including:               <ul style="list-style-type: none"> <li>• Type and volumes of waste present</li> <li>• Preliminary identification of response objectives and remedial action alternatives</li> </ul> </li> <li>• Work rationale including:               <ul style="list-style-type: none"> <li>• Standard Operating Procedures (SOP) (D033)</li> <li>• Work approach</li> <li>• Remedial Investigation/Feasibility Studies</li> </ul> </li> <li>• Costs, Schedule, and Key Assumptions</li> <li>• Organization, Personnel, &amp; Task Management (to include resumes, training certifications, and medical certifications for all assigned personnel, with key personnel specifically designated)</li> <li>• Command, Control, &amp; Communications including:               <ul style="list-style-type: none"> <li>• Internal communications</li> <li>• External communications</li> <li>• Duties and responsibilities of key personnel</li> </ul> </li> <li>• Equipment including:               <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Light equipment</li> <li>• On-site enclosures</li> <li>• Holding facilities</li> <li>• Demilitarization or disposal equipment</li> <li>• Laboratory equipment</li> <li>• Monitoring equipment</li> <li>• Transportation of equipment</li> <li>• Communications equipment</li> <li>• Detection equipment</li> <li>• PPE</li> <li>• Medical equipment</li> <li>• All applicable equipment operations manuals</li> </ul> </li> <li>• Training               <ul style="list-style-type: none"> <li>• Schedules for personnel training on the use of equipment</li> <li>• Schedules for personnel training in chemical agents handling, emergency response, OSHA, and first aid/CPR</li> <li>• Field team review of the SSWP and SHERP, including how familiarization training will take place</li> </ul> </li> <li>• Work Strategy               <ul style="list-style-type: none"> <li>• Technical approach</li> <li>• Outline and order of operations</li> <li>• Establishment of operations</li> <li>• Personnel preparation                   <ul style="list-style-type: none"> <li>• Training</li> <li>• Mobilization</li> <li>• Medical Certification</li> <li>• Site briefings</li> </ul> </li> </ul> </li> </ul>		

Deliverable No. D006	Acquisition Document No.	Specification Title: Site Specific Work Plan (SSWP)
<p><i>Instructions for Preparation:</i></p> <ul style="list-style-type: none"> <li>• Equipment preparation           <ul style="list-style-type: none"> <li>• Procurement or relocation</li> <li>• Installation/Set-up</li> <li>• Inspection and checkout</li> <li>• Calibration and certification</li> </ul> </li> <li>• Demilitarization Operations           <ul style="list-style-type: none"> <li>• Set-up demilitarization enclosure (if applicable)</li> <li>• Movement of equipment within enclosure (if applicable)</li> <li>• Munition or item assessment</li> <li>• Transportation of recovered material from holding facility</li> <li>• Material feed into demilitarization system</li> <li>• Demilitarization</li> <li>• Decontamination</li> <li>• Laboratory support</li> <li>• Waste disposal</li> <li>• Air monitoring</li> </ul> </li> <li>• Disposal strategy and locations</li> </ul> <p>The plan shall include the following specific attachments:</p> <ol style="list-style-type: none"> <li>1. <b>Site Specific Environmental Protection Plan (SSEPP):</b> The Contractor shall develop and implement a Site Specific Environmental Protection Plan, as required. This plan shall describe the procedures to be implemented during operations to minimize impacts to the surrounding environment. The plan shall include the protection of land, water, soil, and air resources during the execution of work at the site, protection of any archeological, historical, cultural, and ecological resources at the site, as well as protection of surrounding residences/businesses. This plan shall address, but shall not be limited to:           <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Purpose</li> <li>• Pre-demilitarization site survey</li> <li>• Management of land resources tat includes               <ul style="list-style-type: none"> <li>• Access roads</li> <li>• Trees and vegetation</li> <li>• Landscape restoration</li> </ul> </li> <li>• Soil erosion and sedimentation control</li> <li>• Protection of water resources</li> <li>• Dust and air pollution control that includes               <ul style="list-style-type: none"> <li>• Particulate emissions control</li> <li>• Burning</li> </ul> </li> <li>• Waste management</li> <li>• Post demilitarization operation cleanup</li> <li>• Spill control</li> <li>• Spill contingency procedures</li> <li>• Site security</li> </ul> </li> <li>2. <b>Government / Subcontractor Support Plan (D018 Management Plan):</b> The Contractor shall include the Government / Subcontractor Support Plan, Annex A of Deliverable D018 (Management Plan), with a site specific implementation annex as an attachment to the SSWP.</li> <li>3. <b>Interim Holding Facility Plan (D008):</b> The Contractor shall include the IHF Plan, Deliverable D008, with a site specific implementation annex as an attachment to the SSWP.</li> </ol>		

Deliverable No. D006	Acquisition Document No.	Specification Title: Site Specific Work Plan (SSWP)
<p><i>Instructions for Preparation:</i></p> <p>4. <b>Chemical Data Acquisition Plan:</b> The Contractor shall prepare and submit as required, a Chemical Data Acquisition Plan. This plan shall describe the methods and techniques that the Contractor shall use in conducting sampling and analyses tasks required by this contract. The plan shall describe all anticipated sampling requirements for analyzing recovered chemical material, demilitarized wastes, soil, debris, water, etc. and include rationales for sample locations, frequencies, equipment requirements, and analytical methods to be employed. This strategy shall also include the methods that the Contractor shall use to ensure that sampling and analyses are performed accurately, and also describe methods for decontamination of equipment to prevent cross contamination of samples. This plan shall include the following information:</p> <ul style="list-style-type: none"> <li>• Task description (including work site, unusual conditions, past site activities including chemically significant data)</li> <li>• Chemical Data Quality Objectives (DQO) (general, specific, accuracy, and precision)</li> <li>• Contractor task organization and functional areas of responsibility</li> <li>• Field activities that include <ul style="list-style-type: none"> <li>• List of field equipment and supplies</li> <li>• Materials provided by the Government</li> <li>• Sampling locations</li> <li>• Sampling procedures</li> </ul> </li> <li>• Sample chain of custody, packaging, and transportation documentation</li> <li>• Laboratory analytical procedures (including a sample preparation) that include <ul style="list-style-type: none"> <li>• Method specific DQO</li> <li>• Toxicity Characteristic Leaching Procedure (TCLP) DQO</li> <li>• Preventative Maintenance</li> <li>• Instrument calibration and frequency</li> <li>• Internal QC checks</li> <li>• Corrective actions</li> <li>• Data reduction, validation, and documentation</li> </ul> </li> <li>• Deliverables that include <ul style="list-style-type: none"> <li>• On-site daily QC reports (DCQR)</li> <li>• Laboratory DCQR</li> </ul> </li> <li>• References</li> <li>• Annex A: Sampling Equipment and Materials Specifications</li> <li>• Annex B: Forms</li> <li>• Annex C: Depot Area Air Monitoring System (DAAMS) SOPs</li> <li>• Annex D: Glossary</li> </ul> <p>5. <b>Laboratory Analysis and Monitoring Plan:</b> The Contractor shall develop and implement a Laboratory Analysis and Monitoring Plan, as required. This plan shall describe routine chemical analytical tasks and air monitoring activities in support of the Contractor's site operations, including the procedures used in the operation. This strategy encompasses field monitoring of agents/non-agents, laboratory analytical tests, and documentation of results. The Laboratory Analysis and Monitoring Plan shall include:</p> <ul style="list-style-type: none"> <li>• Staffing (to include the education and experience of the Chief Chemist and each shift supervisor)</li> <li>• Laboratory analysis to include <ul style="list-style-type: none"> <li>• Test methods for all routine agent and non-agent analyses</li> <li>• Identification of the sources of the samples</li> <li>• Schedules and procedures for testing of calibration standards</li> <li>• Capabilities for non-routine testing and analyses, and the general approach to investigation of chemical problems</li> <li>• Means of determining extent of decontamination and cleanliness</li> <li>• RCRA special considerations</li> <li>• Documentation of test results</li> <li>• Procedures and frequency of instrument maintenance</li> </ul> </li> </ul>		

Deliverable No. D006	Acquisition Document No.	Specification Title: Site Specific Work Plan (SSWP)
<p><i>Instructions for Preparation:</i></p> <ul style="list-style-type: none"> <li>Monitoring capabilities to include <ul style="list-style-type: none"> <li>Agent and non-agent monitoring program</li> <li>Methods for all routine sampling and analyses</li> <li>Identification of the sources of the samples</li> <li>Schedules and procedures for sampling, and testing/calibration of monitors</li> <li>Response to alarming monitors, and capabilities for investigation and rectification for the problem</li> <li>Documentation of test results</li> <li>Procedures and frequency of maintenance of monitors</li> <li>Meteorological monitoring</li> <li>Perimeter Exposure Monitoring</li> <li>Noise monitoring</li> </ul> </li> <li>Records reporting and storage/retrieval system</li> <li>Strategy for interfacing with other systems at the site</li> <li>Procedures for reacting to unusual and emergency situations</li> </ul> <p>6. <b>Laboratory Waste Management Plan:</b> The Contractor shall develop and implement a Laboratory Waste Management Plan, as required. This plan shall describe how the Contractor shall handle and dispose of laboratory waste, and the policies and procedures for waste management in the laboratory as required by Federal, State, and local laws, regulations, and permits. This plan shall contain:</p> <ul style="list-style-type: none"> <li>Specific information regarding the relevance and jurisdiction of State, Federal, and local statutes/regulations and laws that are applicable for waste management</li> <li>Detailed and specific information regarding the personnel responsibilities for every aspect of waste management, including storage, disposal, handling, transport, training, and record keeping</li> <li>Definitions of terms pertaining to waste management</li> <li>Classifications of waste</li> <li>Procedures for categorizing waste into hazardous and non-hazardous, utilizing State and Federal regulations</li> <li>Procedures for storing, disposing, handling, and shipping laboratory waste</li> <li>Identification process for waste storage containers</li> <li>Listing of laboratory waste in terms of hazardous and non-hazardous waste</li> <li>Procedures and controls for the use of satellite waste accumulation and 90-day storage areas</li> <li>Methods for record keeping that include storage, disposal, handling, shipping, and identification of hazardous waste</li> <li>Training procedures and techniques for personnel required for accomplishment of each task defined for the management of laboratory waste</li> <li>Procedures for transfer of waste containers to a central storage location</li> <li>Spill control and contingency strategy that include response actions in an event were to occur</li> <li>Identification of sources of information pertaining to hazardous waste</li> <li>Description of how laboratory waste management procedures will be integrated with other waste management/disposal procedures</li> </ul> <p>7. <b>Transportation Plan (D009):</b> The Contractor shall include the Transportation Plan, Deliverable D009, with a site specific implementation annex as an attachment to the SSWP.</p> <p>8. <b>Quality Assurance Plan (D024):</b> The Contractor shall include the Quality Assurance Plan, Deliverable D024, with a site specific implementation annex as an attachment to the SSWP.</p> <p>9. <b>Laboratory Quality Control Plan:</b> The Contractor shall develop and implement a Laboratory Quality Control Plan, as required. This plan shall describe how the Contractor shall pro-actively perform monitoring and quality assurance/quality control activities, and takes corrective actions to assure validity of laboratory data. This is required to maximize the protection of the site personnel, the general public, and the environment. In general, the Contractor shall comply with all applicable portions of the Laboratory Quality Control Plan and Procedures for the Non-Stockpile Chemical Materiel Program, Revision 1, dated July 1996. This plan shall specify the Contractor's QC procedures to ensure accuracy and validity of all laboratory and air monitoring data, establish processes for recording and reporting QC activities in accordance with pertinent deliverables and regulatory guidance, and provide processes and standards to measure and evaluate on-site demilitarization activities and resultant products. This plan shall include:</p>		

Deliverable No. D006	Acquisition Document No.	Specification Title: Site Specific Work Plan (SSWP)
<p><i>Instructions for Preparation:</i></p> <ul style="list-style-type: none"> <li>• Purpose statement including             <ul style="list-style-type: none"> <li>• Scope</li> <li>• Objectives</li> <li>• Structure and usage of this section</li> <li>• QC reports, internal and external audits</li> <li>• Laboratory certification</li> <li>• Certification/re-certification of laboratory equipment and air monitors</li> <li>• Corrective actions</li> <li>• Preventative maintenance</li> <li>• References</li> </ul> </li> <li>• Strategies for each of the following             <ul style="list-style-type: none"> <li>• Equipment calibration that includes criteria, procedures, and frequency</li> <li>• Acquiring, storing, handling, and QC of chemical agent standards</li> <li>• QC sampling procedures including                 <ul style="list-style-type: none"> <li>• Sample preparation</li> <li>• Number and frequency of samples required (agent and non-agent)</li> <li>• Number and frequency of control samples</li> </ul> </li> </ul> </li> <li>• Control charts, performance charts</li> <li>• Statistical analysis</li> <li>• Documentation procedures</li> </ul> <p>10. <b>Site Closeout Plan:</b> The Contractor shall develop and implement a Site Closeout Plan, as required. This plan shall describe how the Contractor shall safely and efficiently close the site. This plan shall satisfy EPA requirements, RCRA requirements, all applicable Federal, State, and local regulations, and conform to the needs and missions of the host installation. This plan shall include:</p> <ul style="list-style-type: none"> <li>• Safety, security, manpower, and training requirements</li> <li>• Medical procedures and requirements</li> <li>• Hazard analysis</li> <li>• Closeout schedule</li> <li>• Air monitoring</li> <li>• Chemical sampling and continuous inspection for toxic substances</li> <li>• Waste disposal</li> <li>• Equipment decontamination, cleaning, inspection, and checkout</li> <li>• Transportation of equipment</li> <li>• Dis-establishment of operations, SOPs</li> <li>• Site restoration</li> <li>• Personnel debriefing</li> </ul>		

## Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: Protective Action Plan					
Deliverable No. D007	Acquisition Document No.	Frequency: As Required	First Submission: By Task	Subsequent Submission: By Task	Distribution:		
					Addressee	Copies	
	Draft	Final					
Remarks: A. This plan shall be submitted as specified by individual Task Order. This plan shall be site specific. An approved, final plan is required prior to initiating operations at any specific site.  B. This plan shall describe the specific protective equipment and procedures needed to ensure work site and public safety for a specific Task Order. This plan shall ensure compliance with (but not limited to): 29 CFR 1910, 29 CFR 1926, EM 385-1-1, AR 40-5, AR 50-6, AR 190-59, AR 385-59, AR 385-40, AR 385-61, DA Pam 40-173, DA Pam 50-6, DA Pam 385-61, FM 3-9, PMCD 385-1, and PMCD 385-3.  C. Contractor may use its own format within the guidelines of this document specification. Document shall be legible and reproducible on standard 8 ½" X 11" paper, with electronic copy supplied on 3 ½" diskette or email as appropriate. All attachments shall be referenced and included with the report.					SFIL-NSM	2	12
					SFIL-CMS	2	2
					AMSMC-PAE-D	0	1
					DDCC	0	2
					TEU	2	2

Deliverable No. D007	Acquisition Document No.	Specification Title: Protective Action Plan
<p><i>Instructions for Preparation:</i></p> <p>The Contractor shall develop and implement, as required, a Protective Action Plan. The purpose of this plan is to describe protective equipment and procedures necessary for operations at the site. The section shall discuss the types of chemicals and their hazards at each site, and provide information as to the most serious public safety hazards/accidental occurrence reasonably possible. It shall take into account the meteorological conditions using a downwind hazard prediction model to determine a no-effects distance from the Chemical Warfare Materials (CWM) storage/demilitarization area. This plan shall also describe the measures being instituted to mitigate the threat to the workers and public, to include security, training, and public notification procedures to be used during an emergency. The section shall include the following:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Government Agencies/Contractor responsibilities</li> <li>• Definition of Terms</li> <li>• Technical overview that includes types of ordnance and possible contents/chemicals</li> <li>• Protective action and procedures including alternatives considered, and the PPE selected</li> <li>• Hazardous material storage area and hazardous material handling area information that includes:             <ul style="list-style-type: none"> <li>• Schedule</li> <li>• Generator hazardous waste manifest</li> </ul> </li> <li>• Downwind hazard methodology</li> <li>• Emergency procedures</li> <li>• Security that includes:             <ul style="list-style-type: none"> <li>• Site access</li> <li>• Emergency procedures</li> <li>• Perimeter checks</li> <li>• Shift changes</li> <li>• Key and lock controls</li> </ul> </li> <li>• Key contact personnel</li> <li>• Training requirements</li> <li>• Design basis</li> <li>• Work flow description that includes:             <ul style="list-style-type: none"> <li>• Intrusive investigation</li> <li>• Monitor alarm</li> <li>• Munitions item</li> </ul> </li> <li>• Local support agreements that includes a local support response strategy, duly executed with local offices of emergency preparedness liaison, police departments, fire and emergency medical services, Department of Health and Human Services (DHHS), Commission on Public Health Support, and Department of Public Works</li> <li>• Site map including existing structures/obstructions and proposed modifications required to accomplish the specific task</li> </ul>		

## Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: Interim Holding Facility Plan					
Deliverable No. D008	Acquisition Document No.	Frequency: As Required	First Submission: By Task	Subsequent Submission: By Task	Distribution:		
					Addressee	Copies Draft      Final	
<p>Remarks:</p> <p>A. This plan shall be submitted as specified by individual Task Order. This plan shall be site specific. An approved, final plan is required prior to initiating operations at any specific site.</p> <p>B. This plan shall describe the specific protective equipment and procedures needed to ensure work site and public safety for a specific Task Order. This plan shall follow the format of, and ensure compliance with (but not limited to) the NSCMP Generic Interim Holding Plan.</p> <p>C. Contractor may use its own format within the guidelines of this document specification. Document shall be legible and reproducible on standard 8 ½" X 11" paper, with electronic copy supplied on 3 ½" diskette or email as appropriate. All attachments shall be referenced and included with the report.</p>					SFIL-NSM	8	6
					SFIL-CMS	2	2
					SFIL-CME	1	0
					AMSMC-PAE-D	0	1
					DDCC	0	2
					TEU	2	2

Deliverable No. D008	Acquisition Document No.	Specification Title: Interim Holding Facility Plan
<p><i>Instructions for Preparation:</i></p> <p>The Contractor shall develop and implement, as required, an Interim Holding Facility (IHF) Plan. The purpose of this plan is to describe the Contractor's procedures in providing temporary storage of Chemical Warfare Materials (CWM) which may have been recovered from a site, identified, and packaged for storage/transportation. The plan shall include the following:</p> <ul style="list-style-type: none"> <li>• Mission</li> <li>• Concept of IHF Operations including:             <ul style="list-style-type: none"> <li>• Storage procedures</li> <li>• Most probable event</li> <li>• IHF location/structure</li> <li>• Munitions categorization</li> <li>• Internal storage configuration, physical arrangement of CWM</li> <li>• Ventilation</li> <li>• Filter port</li> <li>• Air sampling port</li> <li>• Fire suppressant system</li> <li>• Lightning protection</li> </ul> </li> <li>• Meteorological data that includes downwind hazard determination</li> <li>• IHF hazard assessment</li> <li>• EPA Identification number</li> <li>• Generator Hazardous Waste Manifest Instructions that include manifesting shipments of CWM has hazardous waste</li> <li>• Inventory procedures</li> <li>• Coordinating procedures with Government agencies and other contractors</li> <li>• Schedule or time line throughout demilitarization of CWM, or off-site shipment of CWM, whichever is applicable</li> <li>• Monitoring procedures including date, number, location, duration, and results of each sample</li> <li>• Description of sampling and analytical methods used</li> <li>• PPE use</li> <li>• Personnel roster and access control</li> <li>• Maintenance records</li> <li>• IHF specifications</li> <li>• Lock/hasp specifications</li> <li>• Security</li> <li>• Restricted Area postings</li> <li>• Communications information to include the types of communication devices to be used, and the parties with whom communications is to be conducted</li> <li>• Support services during emergencies/contingencies</li> </ul>		

## Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: Transportation Plan									
Deliverable No. D009	Acquisition Document No.	Frequency: As Required	First Submission: By Task	Subsequent Submission: By Task	Distribution:						
					Addressee	Copies					
	Draft	Final									
<p>Remarks:</p> <p>A. This plan shall be submitted as specified by individual Task Order. This plan shall be site specific. An approved, final plan is required prior to initiating operations at any specific site.</p> <p>B. This plan shall describe the specific protective equipment and procedures needed to ensure work site and public safety for a specific Task Order. This plan shall follow the format of, and ensure compliance with (but not limited to) the NSCMP Generic Transportation Plan. The Contractor shall ensure compliance with all DOT, OSHA, and EPA regulations for transportation of hazardous and non-hazardous cargo. Special Transportation Matters shall include required chemical agent specific information.</p> <p>C. Contractor may use its own format within the guidelines of this document specification. Document shall be legible and reproducible on standard 8 ½" X 11" paper, with electronic copy supplied on 3 ½" diskette or email as appropriate. All attachments shall be referenced and included with the report.</p>					SFIL-NSM	10	40				
					SFIL-CMS	2	1				
					SFIL-CME	1	1				
					SFIL-CMP	1	1				
					AMSMC-PAE-D	0	1				
					DDCC	0	2				
					TEU	2	2				
					TOTAL:					16	48
					Prepared by:		Date:	Approved By:		Date:	Version: 1.0

Deliverable No. D009	Acquisition Document No.	Specification Title: Transportation Plan
<p><i>Instructions for Preparation:</i></p> <p>The Contractor shall develop and implement, as required, a Transportation Plan. The purpose of this plan is to describe the Contractor's procedures in providing on and off site transportation of hazardous or Chemical Warfare Materials (CWM) which may have been recovered from a site, identified, and packaged for storage/transportation. When tasked, the Contractor shall establish the applicable containment systems, as well as formulate transportation options to include truck, rail, and air. The Transportation Plan shall address and comply with all applicable Federal, State, and local regulations concerning movement of hazardous materials, waste, and CWM. The plan shall include the following:</p> <ul style="list-style-type: none"> <li>• Background</li> <li>• Current actions</li> <li>• Execution plan <ul style="list-style-type: none"> <li>• On-site movement</li> <li>• Off-site movement</li> </ul> </li> <li>• Service support / other Government agencies involved <ul style="list-style-type: none"> <li>• Regulatory approvals</li> <li>• Monitoring concept</li> <li>• Emergencies/contingencies</li> </ul> </li> <li>• Methods of communication and signals</li> <li>• The following annexes shall be attached as required: <ul style="list-style-type: none"> <li>• Task organization/organizational responsibilities (including POC contact numbers)</li> <li>• Summary of munitions recovered</li> <li>• Hazardous Waste Manifesting instructions</li> <li>• Technical Escort Unit and other DOD regulations</li> <li>• Packaging, containerizing, labeling, and manifesting for shipment</li> <li>• Aircraft loading</li> <li>• Transportation/Flight Plans <ul style="list-style-type: none"> <li>• Primary and alternate routes</li> <li>• In-transit storage requirements</li> <li>• Diversion authorities</li> <li>• Vehicle identification and specifications</li> </ul> </li> <li>• Other support</li> <li>• Environmental regulatory requirements and DOT regulations</li> <li>• Medical support</li> <li>• Shipment security, tracking, and accountability</li> <li>• Letter of approval from the local State Government office</li> </ul> </li> </ul>		

## Deliverable Item Technical Specification

Page 1 of 2

Deliverable No. D010	Acquisition Document No.	Specification Title: After Action Report
<p><i>Instructions for Preparation:</i></p> <p>The Contractor shall prepare an After Action Report that completely and thoroughly documents all operations completed at the specific site. Data should include both positive and negative results. This document shall serve as an official public record of actions taken to remediate recovered CWM. The report shall include the following:</p> <ul style="list-style-type: none"> <li>• Introduction / Background</li> <li>• Characterization of the site               <ul style="list-style-type: none"> <li>• Location</li> <li>• Chemical Warfare Materiel (CWM) assessment                   <ul style="list-style-type: none"> <li>• Description of CWM</li> <li>• Quantity of CWM</li> </ul> </li> <li>• Meteorological conditions encountered</li> <li>• Environmental considerations</li> </ul> </li> <li>• Site remediation activities               <ul style="list-style-type: none"> <li>• Demilitarization equipment/systems</li> <li>• Demilitarization operations                   <ul style="list-style-type: none"> <li>• System results</li> <li>• Laboratory results</li> <li>• Monitoring results</li> </ul> </li> <li>• Safety support</li> <li>• Environmental support</li> <li>• Medical support</li> <li>• Waste disposal                   <ul style="list-style-type: none"> <li>• Proof of ultimate disposition</li> <li>• Transportation</li> <li>• Chain of Custody documentation</li> <li>• Video of remediation activities</li> </ul> </li> <li>• Closeout actions                   <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Site</li> </ul> </li> <li>• Conclusions and recommendations</li> <li>• Appendix A: MSDS and toxicology information</li> <li>• Appendix B: Operating data</li> <li>• Appendix C: Analytical data</li> </ul> </li> </ul> <p>When new equipment has been designed and used for the task order, an annex discussing equipment performance, problem areas, maintenance records, and suggested improvements shall be attached.</p>		

## Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: Cost Performance Report									
Deliverable No. D011	Acquisition Document No.	Frequency: Monthly	First Submission: 30 DAA	Subsequent Submission:	Distribution:						
					Addressee	Copies Draft      Final					
Remarks: A. The Contractor shall develop a monthly report which follows the guidelines of the attached DID DI-F-6000C. This report may be submitted electronically using commercial software if approval and acceptance is received from the PCO.  B. Report formatting may be adjusted to accommodate site specific factors.  ATTACHMENT: DID DI-F-6000C					SFIL-NSM		2				
					SFIL-CMI		1				
					SFIL-CMR		1				
					AMSMC-PAE-D		1				
					DCAS		1				
					TOTAL:					0	6
					Prepared by:		Date:	Approved By:		Date:	Version: 1.0

DATA ITEM DESCRIPTION		2. IDENTIFICATION NO(S)	
1. TITLE		AGENCY	NUMBER
COST PERFORMANCE REPORT (CPR)		DOD	DI-F-6000C
3. DESCRIPTION/PURPOSE		4. APPROVAL DATE 1 December 1979	
<p>3.1 This report is prepared by contractors and consists of five formats containing cost and related data for measuring contractors' cost and schedule performance. Format 1 provides data to measure cost and schedule performance by summary level work breakdown structure elements. Format 2 provides a similar measurement by organizational or functional cost categories. Format 3 provides the budget baseline plan against which performance is measured. Format 4 provides manpower loading forecasts for (Continued on page 2)</p>		5. OFFICE OF PRIMARY RESPONSIBILITY OASD(C)MS	
		6. DOC REQUIRED	
		7. APPROVAL LIMITATION	
7. APPLICATION/INTERRELATIONSHIP		8. REFERENCES (Mandatory as cited in block 10)	
<p>7.1 The CPR normally will be required for selected contracts within those programs designated as major programs in accordance with DoD Directive 5000.1, "Major System Acquisitions." It will be established as a contractual requirement as set forth in the DD Form 1423 Contract Data Requirements List (CDRL), and DD Form 1660, Management System Summary List.</p> <p>7.2 If the CPR supports a contractual requirement for contractor compliance with the Cost/Schedule Control Systems Criteria (C/SCSC), the CPR data elements will reflect the contractor's implementation in accordance with DoD Instruction 7000.2, "Performance Measurement for Selected Acquisitions." If compliance with the C/SCSC is not contractually required,</p> <p>(Continued on pages 2 and 3)</p>		<p>DoD 4120.3M, Aug 78 DoDD 5000.1, 18 Jan 77 DoDD 5000.19, 12 Mar 76 DoDD 5000.32, 10 Mar 77 DoDI 7000.2, 10 Jun 77 DoDI 7000.10, 6 Aug 74 Cost Accounting Standard 414, 1 Sep 7</p>	
10. PREPARATION INSTRUCTIONS		MCSL NUMBER 00934	
<p>10.1 Unless otherwise stated in the solicitation, the effective issue of the document(s) cited in the referenced document(s) in this block shall be that listed in the issue of the DoD Index of Specifications and Standards (reference DoD 4120.3M) and the supplements thereto specified in the solicitation and will form a part of this data item description to the extent defined within.</p> <p>10.2 Hard copy printouts from contractors' internal mechanized reporting systems may be substituted for CPR formats provided the printouts contain all the required data elements at the specified reporting levels in a form suitable for DoD management use. Where data are furnished which require mechanized processing, narrative remarks should accompany tapes or cards and identify pertinent items to which they apply, and a listing of the tape or card data should be included to expedite processing. CPR formats will be completed in accordance with the following instructions:</p> <p>10.2.1 <u>Heading Information - Formats 1 through 5</u></p> <p>10.2.1.1 <u>CONTRACTOR NAME AND LOCATION</u> : Enter the name, division, if applicable, plant location and mailing address of the reporting contractor.</p> <p>10.2.1.2 <u>RDT&amp;E</u> <input type="checkbox"/> <u>PRODUCTION</u> <input type="checkbox"/> : Check appropriate box. Separate reports are required for each type of contract.</p> <p>10.2.1.3 <u>CONTRACT TYPE/NUMBER</u>: Enter the contract type, contract number and the number of the latest contract change or supplemental agreement applicable to the contract.</p> <p>(Continued on pages 3 through 13)</p>			

3. DESCRIPTION/PURPOSE (Continued)

correlation with the budget plan and cost estimate predictions. Format 5 is a narrative report used to explain significant cost and schedule variances and other identified contract problems.

3.2 CPR data will be used by DoD system managers to: (a) evaluate contract performance, (b) identify the magnitude and impact of actual and potential problem areas causing significant cost and schedule variances, and (c) provide valid, timely program status information to higher headquarters.

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7. APPLICATION/INTERRELATIONSHIP (Continued)

the data elements to be reported on the CPR will be as specified in the solicitation document or as subsequently negotiated.

7.3 Unless otherwise provided for in the contract, the CPR normally will be required on a monthly basis and submitted to the procuring activity no later than 25 calendar days following the reporting cutoff date. Reports may reflect data either as of the end of the calendar month or as of the contractor's accounting period cutoff date.

7.4 Data reported in the CPR will pertain to all authorized contract work, including both priced and unpriced effort. The level of detail to be reported normally will be limited to level three of the Contract Work Breakdown Structure (WBS) or higher. If a problem area is indicated at a lower level of the WBS, more detailed data will be provided until the problem is resolved. Functional data normally will be reported at the total contract level rather than by individual WBS elements. Certain aspects of the report are subject to negotiation between the Government and the contractor, such as:

7.4.1 The specific variance thresholds which, if exceeded, require problem analysis and narrative explanations.

7.4.2 The specific organizational or functional categories to be reported on Formats 2 and 4.

7.4.3 The specific time increments to be used for the baseline and manpower loading projections required by Formats 3 and 4.

7.4.4 The reporting provisions which apply to the COST OF MONEY line on Formats 1 and 2.

7.4.5 The reporting provisions which apply if compliance with C/SCSC is not contractually required.

DI-F-6000C

7. APPLICATION/INTERRELATIONSHIP (Continued)

7.5 In all cases, the CPR is subject to "tailoring" to require less data in accordance with the provisions of DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements," and DoD Instruction 5000.32, "DoD Acquisition Management Systems and Data Requirements Control Program." All negotiated reporting provisions will be specified in the contract, including the reporting frequency, specific variance thresholds, and the WBS elements to be reported.

7.6 The prescribing document which generates this reporting requirement is DoD Instruction 7000.10, "Contract Cost Performance, Funds Status and Cost/Schedule Status Reports."

7.7 This Data Item Description supersedes DI-F-6000A.

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10. PREPARATION INSTRUCTIONS (Continued)

10.2.1.4 PROGRAM NAME/NUMBER: Enter the program name, number, acronym and/or the type, model and series or other designation of the prime items purchased under the contract.

10.2.1.5 REPORT PERIOD: Enter the beginning and ending dates of the period covered by the report.

10.2.1.6 SECURITY CLASSIFICATION: Enter the appropriate security classification.

10.2.2 FORMAT 1 - WORK BREAKDOWN STRUCTURE:

10.2.2.1 SIGNATURE, TITLE AND DATE: The contractor's authorized representative will sign the report and enter his title and the date of signature.

10.2.2.2 QUANTITY: Enter the number of prime items to be procured on this contract.

10.2.2.3 NEGOTIATED COST: Enter the dollar value (excluding fee or profit) on which contractual agreement has been reached as of the cutoff date of the report. For an incentive contract, enter the definitized contract target cost. Amounts for changes will not be included in this item until they have been priced and incorporated in the contract through contract change order or supplemental agreement. For a fixed-fee contract, enter the estimated cost negotiated. Changes to the estimated cost will consist only of amounts for changes in the contract scope of work, not for cost growth.

DI-F-6000C

10. PREPARATION INSTRUCTIONS (Continued)

10.2.2.4 ESTIMATED COST OF AUTHORIZED, UNPRICED WORK: Enter the amount (excluding fee or profit) estimated for that work for which written authorization has been received, but for which definitized contract prices have not been incorporated in the contract through supplemental agreement.

10.2.2.5 TARGET PROFIT/FEE %: Enter the fee or percentage of profit which will apply if the negotiated cost of the contract (paragraph 10.2.2.3, above) is met.

10.2.2.6 TARGET PRICE: Enter the target price (negotiated contract cost plus profit/fee) applicable to the definitized contract effort.

10.2.2.7 ESTIMATED PRICE: Based on the latest revised estimate of cost at completion for all authorized contract work and the appropriate profit/fee, incentive, and cost sharing provisions, enter the estimated final contract price (total estimated cost to the Government). This number normally will change whenever the estimated cost at completion is revised.

10.2.2.8 SHARE RATIO: Enter the cost sharing ratio(s) applicable to costs over/under the negotiated contract cost.

10.2.2.9 CONTRACT CEILING: Enter the contract ceiling price applicable to the definitized effort.

10.2.2.10 ESTIMATED CONTRACT CEILING: Enter the estimated ceiling price applicable to all authorized contract effort including both definitized and undefinitized effort.

10.2.2.11 COLUMN (1) - ITEM

10.2.2.11.1 WORK BREAKDOWN STRUCTURE: Enter the noun description of the WBS item for which cost information is being reported. WBS items or levels reported will be those specified in the contract.

10.2.2.11.2 COST OF MONEY: Enter in Columns (2) through (16) the Cost of Money associated with the Cost of Facilities Capital applicable to the contract (see Cost Accounting Standard 414 for guidance).

10.2.2.11.3 GENERAL AND ADMINISTRATIVE (G&A): Enter in Columns (2) through (16) the appropriate G&A costs. If G&A has been included in the total costs reported above, G&A will be shown as a nonadd entry on this line with an appropriate notation. If a G&A classification is not used, no entry will be made other than an appropriate notation to that effect.

10. PREPARATION INSTRUCTIONS (Continued)

10.2.2.11.4 UNDISTRIBUTED BUDGET: Enter in Columns (14) and (15) the amount of budget applicable to contract effort which has not yet been identified to WBS elements at or below the reporting level. For example, contract changes which were authorized late in the reporting period should have received a total budget; however, assignment of work and allocation of budgets to individual WBS elements may not have been accomplished as of the end of the period. Budgets which can be identified to WBS elements at or below the specified reporting level will be included in the total budgets shown for the WBS elements in the body of the report and will not be shown as undistributed budget. All undistributed budget will be fully explained in the narrative analysis section of the report (Format 5).

NOTE: The provisions made in this report for undistributed budget are primarily to accommodate temporary situations where time constraints prevent adequate budget planning or where contract effort can only be defined in very general terms. Undistributed budget should not be used as a substitute for adequate contract planning. Formal budgets should be allocated to contract effort and functional organizations at the earliest possible time, normally within the next reporting period.

10.2.2.11.5 SUBTOTALS: Enter the sum of the direct, indirect, Cost of Money, and G&A costs and budgets in Columns (2) through (16). In Columns (14) and (15) also add the undistributed budget.

10.2.2.11.6 MANAGEMENT RESERVE: An amount of the overall contract budget withheld for management control purposes rather than for the accomplishment of a specific task or set of tasks. In Column (14) enter the total amount of budget identified as management reserve as of the end of the current reporting period. In Column (15) enter the amount of management reserve expected to be consumed before the end of the contract. In Column (16) enter the difference between Columns (14) and (15). Amounts of management reserve applied to WBS elements during the reporting period and the rationale for the figure in Column (15) will be explained in the narrative analysis on Format 5. (The entry in Column (15) is discretionary and may be zero if the contractor does not wish to make an estimate.)

NOTE: Negative entries will not be made in Column (14). There is no such thing as "negative management reserve." If the contract is budgeted in excess of the Contract Budget Base (the negotiated contract cost plus the estimated cost for authorized-unpriced work), the provisions applicable to formal reprogramming and the instructions in paragraphs 10.2.2.11.8, 10.2.2.12.6 and 10.2.2.12.7 apply.

10. PREPARATION INSTRUCTIONS (Continued)

10.2.2.11.7 TOTAL: Enter the sum of all direct, indirect, Cost of Money, G&A costs, undistributed budgets and management reserves in Columns (2) through (16).

10.2.2.11.8 VARIANCE ADJUSTMENT: In exceptional cases, the procuring agency may authorize the contractor to establish baseline budgets which in total exceed the Contract Budget Base. If the contractor uses a portion of the additional budget to eliminate variances applicable to completed work, the total adjustments made to the schedule and cost variances will be shown on this line. The total cost variance adjustment entered on this line in Column (11) will be the sum of the individual cost variance adjustments listed in Column (12).

10.2.2.11.9 TOTAL CONTRACT VARIANCE: In Columns (10) and (11), enter on this line the sum of the cost and schedule variances shown on the TOTAL line and on the VARIANCE ADJUSTMENT line. In Column (14) enter the sum of the negotiated contract cost plus the estimated cost for authorized, unpriced work. In Column (15) enter the latest revised estimate of cost at completion. In Column (16) enter the difference between Columns (14) and (15).

10.2.2.12 Cols (2) through (16): If compliance with the C/SCSC is contractually required, Columns (2) through (16) will contain information developed by the contractor's system implemented in accordance with the definitions and criteria contained in DoD Instruction 7000.2. If compliance with C/SCSC is not contractually required, the data elements in these columns will be negotiated using the definitions of DoD Instruction 7000.2 for guidance.

10.2.2.12.1 Col (2) and Col (7) - BUDGETED COST-WORK SCHEDULED: For the time period indicated, enter the Budgeted Cost for Work Scheduled (BCWS) in these columns.

10.2.2.12.2 Col (3) and Col (8) - BUDGETED COST-WORK PERFORMED: For the time period indicated, enter the Budgeted Cost for Work Performed (BCWP) in these columns.

10.2.2.12.3 Col (4) and Col (9) - ACTUAL COST-WORK PERFORMED (ACWP): For the time period indicated, enter the actual direct and indirect costs for work performed without regard to ceiling. In all cases, costs and budgets will be reported on a comparable basis.

10.2.2.12.4 Col (5) and Col (10) - VARIANCE - SCHEDULE: For the time period indicated, these columns reflect the differences between BCWS and BCWP. For the current period, Col (5), schedule variance is derived by subtracting Col (2) (BCWS) from Col (3) (BCWP). For the cumulative to date, Col (10), schedule variance is derived by subtracting Col (7) (BCWS) from Col (8) (BCWP). A positive figure

10. PREPARATION INSTRUCTIONS (Continued)

indicates a favorable variance. A negative figure (indicated by parentheses) indicates an unfavorable variance. Significant variances will be fully explained in the problem analysis on Format 5.

10.2.2.12.5 Col (6) and Col (11) - VARIANCE - COST: For the time period indicated, these columns reflect the differences between BCWP and ACWP. For the current period, Col (6), cost variance is derived by subtracting Col (4) (ACWP) from Col (3) (BCWP). For cumulative to date, Col (11), cost variance is derived by subtracting Col (9) (ACWP) from Col (8) (BCWP). A positive figure indicates a favorable variance. A negative figure (indicated by parentheses) indicates an unfavorable variance. Significant variances will be fully explained in the problem analysis on Format 5.

10.2.2.12.6 Col (12) REPROGRAMING ADJUSTMENTS - COST VARIANCE: Formal reprogramming results in budget allocations in excess of the Contract Budget Base and, in some instances, adjustments to previously reported variances. If such variance adjustments have been made, the adjustment applicable to each reporting line item affected will be entered in Col (12). The Total of Col (12) will equal the amount shown on the Variance Adjustment line in Col (11).

10.2.2.12.7 Col (13) REPROGRAMING ADJUSTMENTS - BUDGET: Enter the total amounts added to the budget for each reporting line item as the result of formal reprogramming. The amounts shown will consist of the sum of the budgets used to adjust cost variances (Col (12)) plus the additional budget added to the WBS element for remaining work. Enter the amount of budget added to management reserve in the space provided on the Management Reserve line. The Total of Col (13) will equal the amount the contract has been budgeted in excess of the Contract Budget Base. An explanation of the reprogramming will be provided in the Problem Analysis Report.

NOTE: Cols (12) and (13) are intended for use only in situations involving formal reprogramming (over-target baselines). Internal replanning actions within the Contract Budget Base do not require entries in these columns. Where contractors are submitting CPR data directly from mechanized systems, the addition of Cols (12) and (13) as shown may not be practical due to computer reprogramming problems or space limitations. In such cases, the information may be provided on a separate sheet and attached as Format 1a to each subsequent report. Contractors will not be required to abandon or modify existing mechanized reporting systems to include Cols (12) and (13) if significant costs will be associated with such change. Nor will contractors be required to prepare the report manually solely to include this information.

10. PREPARATION INSTRUCTIONS (Continued)

10.2.2.12.8 Col (14) - AT COMPLETION - BUDGETED: Enter the budgeted cost at completion for the WBS items listed in Col (1). This entry will consist of the sum of the original budgets plus or minus budget changes resulting from contract changes, internal replanning, and application of management reserves. The total should be equal to the negotiated contract cost plus the estimated cost of authorized but unpriced work except where special exception has been made resulting in formal reprogramming.

10.2.2.12.9 Col (15) - AT COMPLETION - LATEST REVISED ESTIMATE: Enter the latest revised estimate of cost at completion including estimated overrun/underrun for all authorized work.

10.2.2.12.10 Col (16) - AT COMPLETION - VARIANCE: Enter the difference between the Budgeted - At Completion (Col 14) and the Latest Revised Estimate at Completion (Col 15) by subtracting Col (15) from Col (14). A negative figure (indicated by parentheses) reflects an unfavorable variance. Significant variances will be fully explained on Format 5.

10.2.3 FORMAT 2 - FUNCTIONAL CATEGORIES:

10.2.3.1 Col (1) - ORGANIZATIONAL OR FUNCTIONAL CATEGORY: Under this item list the organizational units or functional categories which reflect the contractor's internal management structure in accordance with Contractor/Government agreement. This format will be used to collect organizational or functional cost information at the total contract level rather than for individual WBS elements. The level of detail to be reported will normally be limited to the organizational level immediately under the operating head of the facility except when there is a significant variance. If a problem area is indicated at a lower level of the organization, more detailed data will be provided until the problem is resolved.

10.2.3.2 COST OF MONEY: Enter in Columns (2) through (16) Cost of Money applicable to the contract (CAS 414).

10.2.3.3 GENERAL AND ADMINISTRATIVE: Enter in Columns (2) through (16) applicable G&A costs. (See paragraph 10.2.2.11.3).

10.2.3.4 UNDISTRIBUTED BUDGET: Enter in Cols (14) and (15) the budget applicable to contract effort which cannot be planned in sufficient detail to be assigned to a responsible organization or functional area at the reporting level. The amounts shown on this format may exceed the amounts shown as undistributed budget on Format 1 if budget is identified to a task at or below the WBS reporting level

10. PREPARATION INSTRUCTIONS (Continued)

but organizational identification has not been made; or may be less than the amount on Format 1 where budgets have been assigned to functional organizations but not to WBS elements.

10.2.3.5 SUBTOTAL: Enter the sum of the direct, indirect, Cost of Money, and G&A costs and budgets in Cols (2) through (16). In Cols (14) and (15) also add the undistributed budget.

10.2.3.6 MANAGEMENT RESERVE: In Col (14) enter the amount of budget identified as management reserve. In Col (15) enter the amount of management reserve forecasted to be consumed before the end of the contract. In Col (16) enter the difference between Cols (14) and (15). The MANAGEMENT RESERVE entries will be identical to those shown on Format 1. (The entry in Col (15) is discretionary and may be zero if the contractor does not wish to make an estimate.)

10.2.3.7 TOTAL: Enter the sum of all direct, indirect, Cost of Money, and G&A costs and budgets, undistributed budgets and management reserves in Cols (2) through (16). The totals on this page should equal the TOTAL line on page 1.

10.2.3.8 COLS (2) THROUGH (16): The instructions applicable to these columns are the same as the instructions for corresponding columns on Format 1 (see paragraphs 10.2.2.12.1 through 10.2.2.12.10). All significant variances will be fully explained in the problem analysis on Format 5.

10.2.4 FORMAT 3 - BASELINE:

10.2.4.1 BLOCK (1) - ORIGINAL CONTRACT TARGET COST: Enter the dollar value (excluding fee or profit) negotiated in the original contract. For a cost plus fixed-fee contract, enter the estimated cost negotiated. For an incentive contract, enter the definitized contract target cost.

10.2.4.2 BLOCK (2) - NEGOTIATED CONTRACT CHANGES: Enter the cumulative cost (excluding fee or profit) applicable to definitized contract changes which have occurred since the beginning of the contract.

10.2.4.3 BLOCK (3) - CURRENT TARGET COST: Enter the sum of Blocks (1) and (2). The amount shown should equal the current dollar value (excluding fee or profit) on which contractual agreement has been reached and should be the same as the amount shown as NEGOTIATED COST on Format 1.

10.2.4.4 BLOCK (4) - ESTIMATED COST OF AUTHORIZED, UNPRICED WORK: Enter the estimated cost (excluding fee or profit) for contract

10. PREPARATION INSTRUCTIONS (Continued)

changes for which written authorizations have been received, but for which contract prices have not been negotiated, as shown on Format 1.

10.2.4.5 BLOCK (5) - CONTRACT BUDGET BASE: Enter the sum of Blocks (3) and (4).

10.2.4.6 BLOCK (6) - TOTAL ALLOCATED BUDGET: Enter the sum of all budgets allocated to the performance of the contractual effort. The amount shown will include all management reserves and undistributed budgets. This amount will be the same as that shown on the TOTAL line in Col (14) on Format 1.

10.2.4.7 BLOCK (7) - DIFFERENCE: In most cases, the amounts shown in Blocks (5) and (6) will be identical. If the amount shown in Block (6) exceeds that shown in Block (5), the difference should be reflected as a negative value and explained in the narrative analysis on Format 5 at the time the negative value appears and subsequently for any change in the value.

10.2.4.8 BLOCK (8) - CONTRACT START DATE: Enter the date the contractor was authorized to start work on the contract, regardless of the date of contract definitization. (Long lead procurement efforts authorized under prior contracts are not to be considered.)

10.2.4.9 BLOCK (9) - CONTRACT DEFINITIZATION DATE: Enter the date the contract was definitized.

10.2.4.10 BLOCK (10) - LAST ITEM DELIVERY DATE: Enter the date the last major item of equipment is scheduled to be delivered to the government as specified in the contract. The date shown should represent the completion of the significant effort on the contract (approximately 95% of the total contractual effort in most cases).

10.2.4.11 BLOCK (11) - CONTRACT COMPLETION DATE: Enter the contract scheduled completion date in accordance with the latest contract modification.

10.2.4.12 BLOCK (12) - ESTIMATED COMPLETION DATE: Enter the latest revised estimate of contract completion.

10.2.4.13 COL (1) - ITEM:

10.2.4.13.1 PM BASELINE (BEGINNING OF PERIOD): The time-phased performance measurement baseline (including G&A) which existed at the beginning of the current reporting period. Most of the entries

10. PREPARATION INSTRUCTIONS (Continued)

on this line are taken directly from the PM BASELINE (END OF PERIOD) line on the previous report. For example, the number in Col (4) on the PM BASELINE (END OF PERIOD) line from last month's report becomes the number in Col (3) on the PM BASELINE (BEGINNING OF PERIOD) line on this report. The number in Col (5) (end of period) last report becomes Col (4) (beginning of period) this report, etc. This rule pertains through Col (9) where the time increments change from monthly to some other periods of time. At this point, a portion of Col (10) (end of period) would go into Col (9) (beginning of period) and the remainder of Col (10) (end of period) would go into Col (10) (beginning of period). Cols (11) through (16) simply move directly up to the (beginning of period) line without changing columns.

10.2.4.13.2 BASELINE CHANGES: List by number, the contract changes and supplemental agreements authorized during the reporting period. All authorized baseline changes should be listed whether priced or unpriced. The amount of management reserve applied during the period should also be listed.

10.2.4.13.3 PM BASELINE (END OF PERIOD): The time-phased performance measurement baseline as it exists at the end of the reporting period. The difference between this line and the PM BASELINE (BEGINNING OF PERIOD) should represent the effects of the authorized changes and allocations of management reserves made during the period. Significant differences should be explained in Format 5 - Problem Analysis Report, in terms of reasons for necessary changes to time-phasing due to replanning, and reasons for the application of Management Reserve.

10.2.4.13.4 MANAGEMENT RESERVE: Enter the total amount of management reserve remaining as of the end of the reporting period.

10.2.4.13.5 TOTAL: Enter the sum of the PM BASELINE (END OF PERIOD) and the management reserve in Col (16). This amount should be the same as that shown on the TOTAL line in Col (14) on Format 1.

10.2.4.14 COL (2) - BCWS - CUM TO DATE: Enter the cumulative BCWS for the periods indicated. The entry on the PM BASELINE (BEGINNING OF PERIOD) line should be the same number reported as BCWS - CUM TO DATE (Col (7)) on the TOTAL line of Format 1 of the previous month's CPR. On the PM BASELINE (END OF PERIOD) line, enter the cumulative BCWS as of the last day of the reporting period. (This should be the same number which appears on the TOTAL line in Col (7) of Format 1 for this reporting period.)

10. PREPARATION INSTRUCTIONS (Continued)

10.2.4.15 COL (3) - BCWS FOR REPORT PERIOD: On the PM BASELINE (BEGINNING OF PERIOD) line, enter the BCWS planned for the reporting period. (This should be the number in Col (4) on the PM BASELINE (END OF PERIOD) line on the preceding month's report.)

10.2.4.16 Cols (4) through (14): In the Blocks above Columns (4) through (9), enter the appropriate months for the next six report periods. Enter the projected BCWS (by month for six months and by other specified periods, or as negotiated with the procuring activity) for the remainder of the contract.

10.2.4.17 COL (15) - UNDISTRIBUTED BUDGET: On the PM BASELINE (BEGINNING OF PERIOD) line, enter the number from Col (15) on the PM BASELINE (END OF PERIOD) line from the preceding report. On the PM BASELINE (END OF PERIOD) line, enter the Undistributed Budget shown in Col (14) on Format 1 of this report.

10.2.4.18 COL (16) - TOTAL BUDGET: On the PM BASELINE (BEGINNING OF PERIOD) line enter the number from Col (16) on the PM BASELINE (END OF PERIOD) line from the preceding report. In the section where base-line changes (priced and unpriced contract changes and changes in management reserve) which occurred during the period are listed in Col (1), enter the amount of each of the changes listed, (negotiated cost for priced changes not previously reported as authorized, unpriced changes; difference between estimated cost and negotiated cost for priced changes previously reported as authorized, unpriced changes; and estimated cost for authorized, unpriced changes). On the PM BASELINE (END OF PERIOD) line, enter the sum of the amount in the preceding columns on this line. On the MANAGEMENT RESERVE line, enter the amount of management reserve available at the end of the period. On the TOTAL line enter the sum of the amounts in this column on the PM BASELINE (END OF PERIOD) line and the MANAGEMENT RESERVE line. (This should equal the amount in Block (6) on this Format and also the amount of the TOTAL line in Col (14) of Format 1.)

10.2.5 Format 4 - Manpower Loading:

10.2.5.1 General: For those organizational or functional categories shown in Col (1) equivalent man-months will be indicated for the current reporting period, cumulative through the current period, and forecast to completion. Direct man-months will be shown for each organizational unit or major functional category for the contract. An equivalent man-month is defined as the effort equal to that of one

10. PREPARATION INSTRUCTIONS (Continued)

person for one month. Figures should be reported in whole numbers. (Partial man-months, .5 and above, will be rounded to 1; below .5 to 0.) When mutually agreed by the contractor and the Government, manpower loading may be reported in terms of man-days or man-hours.

10.2.5.1.1 ORGANIZATIONAL OR FUNCTIONAL CATEGORY: List the organizational or functional categories which reflect the contractor's internal management structure in accordance with Contractor/Government agreement. Categories shown should coincide with those shown on Format 2 of the report.

10.2.5.1.2 TOTAL DIRECT: The sum of all direct man-months for the organizational or functional categories shown in Col (1).

10.2.5.2 COL (2) - ACTUAL - CURRENT PERIOD: Enter the actual equivalent man-months incurred during the current reporting period.

10.2.5.3 COL (3) - ACTUAL END OF CURRENT PERIOD (CUM): Enter the actual equivalent man-months incurred to date (cumulative) as of the end of the report period.

10.2.5.4 COLS (4) THROUGH (14) - FORECAST (NONCUMULATIVE): Enter a forecast of manpower requirements by month for a six-month period following the current period and by periodic increment thereafter, such increment to be negotiated with the procuring activity. The forecast will be updated at least quarterly unless a major revision to the plan or schedule has taken place, in which case forecasts will be changed for all periods involved in the report submitted at the end of the month in which the change occurred.

10.2.5.5 COL (15) - FORECAST AT COMPLETION: Enter the estimate of equivalent man-months necessary for the total contract in Col (15) by organizational or functional category. Any significant change in the total number of man-months at completion of the contract (i.e., Col (14) Total) should be explained in Format 5 - Problem Analysis.

10.2.6 FORMAT 5 - PROBLEM ANALYSIS REPORT: The Problem Analysis Report is a narrative report prepared to supplement the other pages of the Cost Performance Report as well as other reports which identify significant problems. The report should be prepared as specified on Format 5.

CLASSIFICATION

COST PERFORMANCE REPORT - WORK BREAKDOWN STRUCTURE																															
CONTRACTOR		CONTRACT TYPE/NO.		PROGRAM NAME/NUMBER		REPORT PERIOD		SIGNATURE, TITLE & DATE				FORM APPROVED OMB NUMBER 2700200																			
LOCATION		ROTAE ( )		PRODUCTION ( )		EST COST AUTH. UNPAID WORK		TEST PROFIT/FEE %		EST PRICE		SHARE RATIO		CONTRACT CENING		EST CONTRACT CENING															
QUANTITY		NEGOTIATED COST		EST COST AUTH. UNPAID WORK		TEST PROFIT/FEE %		EST PRICE		SHARE RATIO		CONTRACT CENING		EST CONTRACT CENING		EST CONTRACT CENING															
ITEM		CURRENT PERIOD						CUMULATIVE TO DATE						RECONCILING ADJUSTMENTS		AT COMPLETION															
		BUDGETED COST		ACTUAL COST		VARIANCE		BUDGETED COST		ACTUAL COST		VARIANCE		COST VARIANCE		BUDGET															
(1)		(2)		(3)		(4)		(5)		(6)		(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)		(16)	
WORK BREAKDOWN STRUCTURE																															
COST OF MONEY																															
GEN AND ADMIN																															
UNDISTINGUISHED BUDGET																															
SUBTOTAL																															
MANAGEMENT RESERVE																															
TOTAL																															
RECONCILIATION TO CONTRACT BUDGET BASE																															
VARIANCE ADJUSTMENT																															
TOTAL CONTRACT VARIANCE																															

FORMAT 1

(OR LARE IN )

CLASSIFICATION

Figure 1

[illegible]

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COST PERFORMANCE REPORT - BASELINE															
CONTRACTOR LOCATION NOTE <input type="checkbox"/>		CONTRACT TYPE/NO.		PROGRAM NAME/NUMBER		REPORT PERIOD		FORM APPROVED OMB NUMBER 2700200							
(1) ORIGINAL CONTRACT TARGET COST	(2) NEGOTIATED CONTRACT CHANGES	(3) CURRENT TARGET COST (1) + (2)	(4) ESTIMATED COST OF AUTHORIZED UNPRICED WORK	(5) CONTRACT BUDGET BASE (3) + (4)	(6) TOTAL ALLOCATED BUDGET	(7) DIFFERENCE (5) - (6) (SEE PAGE 5)									
(8) CONTRACT START DATE		(9) CONTRACT DEFINITION DATE		(10) LAST ITEM DELIVERY DATE		(11) CONTRACT COMPLETION DATE		(12) ESTIMATED COMPLETION DATE							
ITEM		BCWS CUM TO DATE	BCWS FOR REPORT PERIOD	BUDGETED COST FOR WORK SCHEDULED FROM CONTRACT ATTIVE										TOTAL BUDGET	
				SIX MONTH FORECAST						(ENTER SPECIFIED PERIODS)					
				+ 1	+ 2	+ 3	+ 4	+ 5	+ 6						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
(LIST BASELINE CHANGES AUTHORIZED DURING REPORT PERIOD)															
PM BASELINE (END OF PERIOD)															
MANAGEMENT RESERVE															
TOTAL															

CLASSIFICATION

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COST PERFORMANCE REPORT — MANPOWER LOADING

CONTRACTOR: LOCATION: NOTE <input type="checkbox"/> PRODUCTION <input type="checkbox"/>		CONTRACT TYPE/NO.:		PROGRAM NAME/NUMBER		REPORT PERIOD		FORM APPROVED GMS NUMBER 2288268						
ORGANIZATIONAL OR FUNCTIONAL CATEGORY	ACTUAL END OF CURRENT PERIOD (CUM)	ACTUAL CURRENT PERIOD	FORECAST (NON CUMULATIVE)						AT COMPLETION					
			BY MONTH FORECAST BY MONTH											
			(ENTER NAMES OF MONTHS)											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
TOTAL DIRECT														
(ALL FIGURES IN WHOLE NUMBERS)														

Figure 4

CLASSIFICATION					PAGE 06	
COST PERFORMANCE REPORT - PROBLEM ANALYSIS						
CONTRACTOR: LOCATION NOTE <input type="checkbox"/>		CONTRACT TYPE:  PRODUCTION <input type="checkbox"/>		PROGRAM NAME/NUMBER:	REPORT PERIOD:	FORM APPROVED OMB NUMBER 2248210
<p><b>EVALUATION</b></p> <p><b>Section 1 - Total Contract:</b> Provide a summary analysis, identifying significant problems affecting performance. Indicate corrective actions required, including Government action where applicable.</p> <p><b>Section 2 - Cost and Schedule Variances:</b> Explain all variances which exceed specified variance thresholds. Explanations of variances must clearly identify the nature of the problem, the reasons for cost or schedule variance, impact on the immediate task, impact on the total program, and the corrective action taken. Explanations of cost variances should identify amounts attributable to rate changes separately from amounts applicable to manhours used; amounts attributable to material price changes separately from amounts applicable to material usage; and amounts attributable to overhead rate changes separately from amounts applicable to overhead base changes and amounts applicable to changes in the overhead allocation basis.</p> <p>Within this section, the following specific variances must be explained:</p> <ul style="list-style-type: none"><li>a. Schedule variances (Budgeted Cost for Work Scheduled vs Budgeted Cost for Work Performed)</li><li>b. Cost variances (Budgeted Cost for Work Performed vs Actual Cost of Work Performed)</li><li>c. Cost variances at completion (Budgeted at Completion vs Latest Revised Estimate at Completion)</li></ul> <p><b>Section 3 - Other Analysis:</b> In addition to the variance explanations above, the following analyses are mandatory:</p> <ul style="list-style-type: none"><li>a. Identify the effort to which the undistributed budget applies.</li><li>b. Identify the amount of management reserve applied during the reporting period, the WBS and organizational elements to which applied, and the reasons for application.</li><li>c. Explain reasons for significant shifts in time-phasing of the PM Baseline shown on Format 3.</li><li>d. Explain significant changes in total man-months at completion shown on Format 4.</li><li>e. Explain reasons for significant shifts in time-phasing of planned or actual manpower usage shown on Format 4.</li></ul> <p><b>Section 4 - Over-Target Baseline:</b> If the difference shown in block (7) on Format 3 becomes a negative value or changes in value, provide:</p> <ul style="list-style-type: none"><li>a. Procuring activity authorization for the baseline change which resulted in negative value or change.</li><li>b. Reasons for the additional budget in the following terms:<ul style="list-style-type: none"><li>(1) In-scope engineering changes</li><li>(2) In-scope support effort changes</li><li>(3) In-scope schedule changes</li><li>(4) Economic change</li><li>(5) Other (specify)</li></ul></li><li>c. The amount (by WBS element) for added in-scope effort not previously identified or budgeted.</li></ul>						

## Deliverable Item Technical Specification

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## Deliverable Item Technical Specification

Page 1 of 2

Deliverable No. D013	Acquisition Document No.	Specification Title: Project Status Report
<p><i>Instructions for Preparation:</i></p> <p>The report shall include:</p> <ul style="list-style-type: none"> <li>• A cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Deliverable Number, the security classification, and the name of the issuing Government activity.</li> <li>• A summary which includes a brief statement of the overall project status, covering the accomplished technical activities and development, objectives of current efforts, summary of results, identification of major problems/deficiencies with impact and recommended solutions</li> <li>• Description of the progress made against milestones and their status during the reporting period           <ul style="list-style-type: none"> <li>• A statement as to whether or not the project is on schedule               <ul style="list-style-type: none"> <li>• If not, the effort planned to recover schedule shall be included</li> <li>• Updated schedules, as required, with percentage completion of each task</li> </ul> </li> <li>• A comparison of achieved performance compared against project baseline requirements</li> <li>• Effort expended on each task to date, and a brief description of the technical/operational accomplishments</li> <li>• Key dates for any testing program or pre-operational survey</li> <li>• Down time and reasons for equipment and operations</li> <li>• List of all designs and a brief description of each, with estimated completion</li> <li>• Narrative of outstanding problems existing as of the previous report, and resolution status</li> <li>• New problem areas encountered or anticipated, their effect on the project, and steps taken to alleviate</li> <li>• Significant results of conferences, trips, or meetings</li> <li>• Any information which may affect project schedule</li> </ul> </li> <li>• Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart</li> <li>• Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract</li> <li>• Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract</li> <li>• Cost curves showing actual and projected conditions throughout the contract</li> <li>• Any cost incurred for the reporting period and total contractual expenditures as of reporting dates</li> <li>• Person-hours expended for the reporting period and cumulatively for the contract</li> <li>• Planned effort for next reporting period, and anticipated results</li> <li>• Contract deliverables status</li> <li>• Attachments (tables, lists, or other applicable information)</li> </ul>		

Non-Stockpile Chemical Warfare Materiel

Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: Contract Funds Status Report									
Deliverable No. D014	Acquisition Document No.	Frequency: Monthly	First Submission: 30 DAA	Subsequent Submission:	Distribution:						
					Addressee	Copies					
<div>Remarks:</div> <div>A. The Contractor shall develop a monthly report which follows the guidelines of the attached DID DI-F-6004B. This report may be submitted electronically using commercial software if approval and acceptance is received from the PCO.</div> <div>B. Report formatting may be adjusted to accommodate site specific factors.</div> <div>ATTACHMENT: DID DI-F-6004B</div>						Draft	Final				
					SFIL-NSM		2				
					SFIL-CMI		1				
					SFIL-CMR		1				
					AMSMC-PAE-D		1				
					TOTAL:					0	5
					Prepared by:		Date:	Approved By:		Date:	Version: 1.0

DATA ITEM DESCRIPTION		IDENTIFICATION NO(S)	
TITLE		AGENCY	NUMBER
CONTRACT FUNDS STATUS REPORT (CFSR)		DOD	DI-F-6004B
DESCRIPTION/PURPOSE		APPROVAL DATE	
3.1 The Contract Funds Status Report (CFSR), DD Form 1586, Figure 1, is designed to supply funding data about Defense contracts to system managers for: (a) updating and forecasting contract fund requirements, (b) planning and decision-making on funding changes in contracts, (c) developing fund requirements and budget estimates in support of approved programs, and (d) determining funds in excess of contract needs and available for deobligation, and (e) obtaining rough estimates of termination costs.		1 November 1979	
APPLICATION/INTERRELATIONSHIP		OFFICE OF PRIMARY RESPONSIBILITY	
7.1 The CFSR is applicable to contracts over \$100,000 in value and 6 months in duration. It is not normally applicable to firm-fixed price contracts (as defined in DAR 3-404.2) except for unpriced portions of such contracts that are estimated to be at least twenty (20) percent of the initial contract value, and except for firm-fixed price contracts which represent a major system acquisition or a major component thereof.		ASD(C)	
7.2 Contractual Application. ONLY THOSE PARTS OF THE CFSR ESSENTIAL TO THE MANAGEMENT OF EACH ACQUISITION WILL BE REQUIRED. The DoD system manager will determine the need for contract funds information and apply only those portions of the CFSR deemed appropriate. (Continued on pages 2 and 3)		DOC REQUIRED	
		APPROVAL LIMITATION	
		REFERENCES (Mandatory or cited in block 10)	
		DAR 3-404.2 DAR 7-104.35 DAR 7-108.3 DAR 7-203.4 DAR 15-205.42 DAR Section III, Part 4 DoD 5000.12M, 1 Mar 70	
		MCL NUMBER(S)	
		70934	
PREPARATION INSTRUCTIONS			
10.1 Specific Instructions			
10.1.1 Item 1 - CONTRACT NUMBER. Enter the assigned contract number and the latest modification number on which contractual agreement has been reached.			
10.1.2 Item 2 - CONTRACT TYPE*. Enter the type of contract as identified in DAR, Section III, Part 4; e.g.,			
Cost Plus Fixed Fee (CPFF) Fixed Price Incentive (FPI), etc.			
10.1.3 Item 3 - CONTRACT FUNDING FOR*. Enter the applicable type as follows:			
Multi-Year Procurement (MYP) Incrementally Funded Contract (INC) Contract for a Single Year (SYC)			
10.1.3.1 For FY. For contracts which are financed with funds appropriated in more than one fiscal year, a report is required for each fiscal year's funds where the separate year's funds in the contract are associated with specific quantities of hardware or services to be furnished. The fiscal year(s) being reported will be shown in this block and that year's share of the total target prices (initial and adjusted) will be shown in Items 9 and 10.			
*Items marked with an asterisk (*) have been registered in the DoD Data Element Dictionary.			
(Continued on pages 4 through 10).			

DD FORM 1664

7. APPLICATION/INTERRELATIONSHIP (Continued)

7.2.1 Level of Reporting. If a contract is funded with a single appropriation, a single line entry at the total contract level should be considered for CFSR reporting. Reporting by line item or WBS element will be limited to only those items or elements needed to support funds management requirements and will normally not include items funded for less than \$500,000 or elements below level two of the contract WBS. Contracts which have a dollar value between \$100,000 and \$500,000 will require reporting at the total contract level only.

7.2.2 Multiple Appropriations. Where two or more appropriation sources are used for funding a single contract, contractors will segregate funds data by appropriation accounting reference. The procuring agency will supply the appropriation numbers applicable to individual line items or WBS elements. If a single line item or WBS element is funded by more than one appropriation, methods for segregating and reporting such information will be negotiated and specified in the contract.

7.2.3 Mechanized Data Submissions. Computer products may be substituted for the DD Form 1586 provided all data elements are available in a form suitable for DoD management use. Otherwise data should be submitted in the attached form. Where data are furnished which require mechanized processing, narrative remarks should accompany tapes or cards and identify pertinent items to which they apply, and a listing identifying tape or card data should be included to expedite processing. In the event that more than one procuring agency desires mechanized data processing from a single contractor, the procuring agencies will provide the contractor with a uniform and mutually agreed upon set of data processing instructions.

7.3 Frequency and Submission. The Contract Funds Status Report, DD Form 1586 (Figure 1), will be a contractual requirement as set forth in the DD 1423, Contract Data Requirements List (CDRL) and DD 1660, Management System Summary List. Unless otherwise provided for in the contract, the CFSR will be prepared as of the end of each calendar quarter or contractor accounting period nearest the end of each quarter. The required number of copies of the CFSR will be forwarded to the Administrative Contracting Officer (ACO) within 25 calendar days after the "as of" date of the report, or as otherwise specified in the contract. In the event of exceptional circumstances which call for increased frequency in reporting, such frequency will not be more often than monthly and will be specified in the contract or will be mutually agreed upon.

DI-F-6004B (Continued)

7. APPLICATION/INTERRELATIONSHIP (Continued)

7.4 Explanations of Terms

7.4.1 Open Commitments. For this report, a commitment represents the estimated obligation of the contractor (excluding accrued expenditures) to vendors or subcontractors (based on the assumption that the contract will continue to completion).

7.4.2 Accrued Expenditures. For this report, include recorded or incurred costs as defined within the Allowable Cost, Fee and Payments Clause (DAR 7-203.4) for cost type contracts or the Progress Payments Clause (DAR 7-104.35) for fixed price type contracts, plus the estimated fee or profit earned. Such costs include:

7.4.2.1 Actual payments for services or items purchased directly for the contract.

7.4.2.2 Costs incurred, but not necessarily paid, for storeroom issues, direct labor, direct travel, direct other in-house costs and allocated indirect costs.

7.4.2.3 Progress payments made to subcontractors.

7.4.2.4 Pension costs provided they are paid at least quarterly.

7.4.3 Termination Costs. Although this report is prepared on the basis that the contract will continue to completion, it is necessary to report estimated termination cost by Government fiscal year and generally more frequently on incrementally funded contracts. The frequency will be dependent on the funding need dates (i.e., quarterly) and should be compatible with the contract funding clauses, Limitation of Funds clause (cost type contracts) or Limitation of Obligation clause (fixed price type contracts). Termination costs include such items as loss of useful life of special tooling, special machinery and equipment; rental cost of unexpired leases; and settlement expenses. The definition of termination costs is included in DAR 15-205.42. In the event the Special Termination Costs clause (DAR 7-108.3) is authorized, then costs defined in this clause will be eliminated from the estimated termination costs.

7.5 This Data Item Description (DID) implements requirements of DoD Instruction 7000.10 for contract funds status reporting.

7.6 This DID supersedes DI-F-6004A.

DI-F-6004B (Continued)

10. PREPARATION INSTRUCTIONS (Continued)

10.1.4 Item 4 - APPROPRIATION. Enter the appropriation and Service source in this block.

10.1.5 Item 5 - PREVIOUS REPORT DATE. Enter the cut-off date of the previous report. (Year, Month, Day)

10.1.6 Item 6 - CURRENT REPORT DATE. Enter the cut-off date applicable to this report. (Year, Month, Day)

10.1.7 Item 7 - CONTRACTOR. Enter the name, division (if applicable), and mailing address of the reporting contractor.

10.1.8 Item 8 - PROGRAM. Identify the program (if known) by name or enter the type, model and series or other military designation of the prime item or items purchased on the contract. If the contract is for services or a level-of-effort (research, flight test, etc.), the title of the service should be shown.

10.1.9 Item 9 - INITIAL CONTRACT PRICE. Enter the dollar amounts for the initial negotiated contract target price and contract ceiling price when appropriate. For contracts which are financed with funds appropriated in more than one fiscal year, only the share of the total initial target and ceiling associated with the fiscal year shown in Item 3 will be entered.

10.1.10 Item 10 - ADJUSTED CONTRACT PRICE. Enter the dollar amounts for the adjusted contract target price (initial negotiated contract plus supplemental agreements) and adjusted contract ceiling price or estimated ceiling price where appropriate. For contracts which are financed with funds appropriated in more than one fiscal year, only the share of the total adjusted target and ceiling associated with the fiscal year shown in Item 3 will be entered.

10.1.11 Item 11 - FUNDING INFORMATION

10.1.11.1 Col. a. - LINE ITEM/WORK BREAKDOWN STRUCTURE (WBS) ELEMENT. Enter the line item or WBS elements specified for CFSR coverage in the contract.

10.1.11.2 Col. b. - APPROPRIATION IDENTIFICATION. Enter the appropriation number supplied by the DoD for the contract or, if applicable, each line item or WBS element.

10.1.11.3 Col. c. - FUNDING AUTHORIZED TO DATE. Enter dollar amounts of contract funding authorized under the contract from the beginning through the report date shown in Item 6. This entry should contain funds applicable to the fiscal year(s) shown in Item 3.

10. PREPARATION INSTRUCTIONS (Continued)

10.1.11.4 Col. d. - ACCRUED EXPENDITURES PLUS OPEN COMMITMENTS TOTAL. For contract work authorized, enter the total of (a) the cumulative accrued expenditures incurred through the end of the reporting period, and (b) the open commitments on the "as of" date of the report. Enter the total applicable to funds for the fiscal year(s) covered by this report as shown in Item 3.

Note a.: On selected contracts, the separation of open commitments and accrued expenditures by line item or WBS element may be a negotiated requirement in the contract. Utilization of this provision should be held to the minimum essential to support information needs of the procuring agency. In the event this separation of data is not available in the contractor's accounting system or cannot be derived without significant effort, provision should be made to permit use of estimates. The procedures used by the contractor in developing estimates should be explained in the Remarks section of the report.

Note b.: When a Notice of Termination has been issued, potential termination liability costs will be entered in this column. They will be identified to the extent possible with the source of liability (prime or subcontract).

10.1.11.5 Col. e. - CONTRACT WORK AUTHORIZED - DEFINITIZED. For the fiscal year(s) shown in Item 3, enter the estimated price for the authorized work on which contractual agreement has been reached, including profit/fee, incentive and cost sharing associated with projected over/underruns. Amounts for contract changes will not be included in this item unless they have been priced and incorporated in the contract through a supplemental agreement to the contract.

10.1.11.6 Col. f. - CONTRACT WORK AUTHORIZED - NOT DEFINITIZED. Enter the contractor's estimate of the fund requirements for performing required work (e.g., additional agreements or changes) for which firm contract prices have not yet been agreed to in writing by the parties to the contract. Report values only for items for which written orders have been received. For incentive type contracts, show total cost to the Government (recognizing contractor participation). Enter in Narrative Remarks a brief but complete explanation of the reason for the change in funds.

10.1.11.7 Col. g. - SUBTOTAL. Enter the total estimated price for all work authorized on the contract (Col. e. plus Col. f.).

10. PREPARATION INSTRUCTIONS (Continued)

10.1.11.8 Col. h. - FORECAST - NOT YET AUTHORIZED. Enter an estimate of fund requirements, including the estimated amount for fee or profit, for changes proposed by the Government or by the contractor, but not yet directed by the contracting officer. In the Narrative Remarks state each change document number and estimated value of each change.

10.1.11.9 Col. i. - FORECAST - ALL OTHER. Enter an estimate of fund requirements for additional work anticipated to be performed (not included in a firm proposal) which the contractor, based on his knowledge and experience, expects to submit to the Government within a reasonable period of time.

10.1.11.10 Col. j. - SUBTOTAL. Enter an estimate of total requirements for forecast funding (the sum of Col. h. plus Col. i.). Specific limitations on the use of the forecast funding section may be a part of the contract.

10.1.11.11 Col. k. - TOTAL REQUIREMENTS. Enter an estimate of total fund requirements for contract work authorized and forecast (the sum of Col. g. plus Col. j.).

10.1.11.12 Col. l. - FUNDS CARRYOVER. For incrementally funded contracts only, report the amount by which the prior Federal fiscal year funding was in excess of the prior year's requirement. If there is no carryover, report zero. Specific instructions for the use of this item may be made a part of the contract.

10.1.11.13 Col. m. - NET FUNDS REQUIRED. Enter an estimate of net funds required, subtracting funds carryover in Col. l. from total requirements in Col. k.

10.1.11.14 Column Totals. Totals should be provided for Columns c. through m. for all line items or WBS elements reported.

10.1.12 Item 12 - CONTRACT WORK AUTHORIZED (WITH FEE/PROFIT) - ACTUAL OR PROJECTED. Data entries will be as follows: In the first column, actuals cumulative to date; in all other columns except the last, projected cumulative from the start of the contract to the end of the period indicated in the column heading; in the last column, the projected cumulative from the start to the end of the contract.

10. PREPARATION INSTRUCTIONS (Continued)

Columns 2 through 10 will be headed to indicate periods covering the life of the contract and may be headed to show months, quarters, half years and/or fiscal years as prescribed by the procuring agency. Projected data should include all planned obligations, anticipated accruals, anticipated over/under targets (total cost to the Government recognizing contractor participation), G&A, and fee/profit.

10.1.12.1 OPEN COMMITMENTS. In the first column enter commitments open as of the date of the report. In subsequent columns enter the projected commitments which will be open as of the end of each period indicated by the column headings. The amount entered will be the projected cumulative commitments less the planned cumulative expenditures as of the end of time period indicated. At the end of the contract, the amount will be zero.

10.1.12.2 ACCRUED EXPENDITURES. In the first column enter actuals to date. In subsequent columns enter the projected cumulative accrued expenditures as of the end of each period indicated by the column headings.

10.1.12.3 TOTAL (12.a. & 12.b.). In the columns provided, enter the total contract work authorized - actuals to date (column 1) or projected (columns 2 through 10). This total is the sum of open commitments and accrued expenditures through the periods indicated by the column headings.

10.1.13 Item 13 - FORECAST OF BILLINGS TO THE GOVERNMENT. In the first column enter the cumulative amount billed to the Government through the current report date, including amounts applicable to progress or advance payments. In succeeding columns enter the amount expected to be billed the Government during each period reported (assuming the contract will continue to completion). Amounts will not be cumulative.

10.1.14 Item 14 - ESTIMATED TERMINATION COSTS. In the columns provided, enter the estimated costs that would be necessary to liquidate all Government obligations if the contract were to be terminated in that period. Applicable fee/profit should be included. These entries may consist of "rough order of magnitude" estimates and will not be construed as providing formal notification having contractual significance. This estimate will be used to assist the Government in budgeting for the potential incurrence of such cost. On contracts with Limitation of Funds/Obligation clauses, where termination costs are included as part of the funding line, enter the amounts required for termination reserve on this line.

10. PREPARATION INSTRUCTIONS (Continued)

10.2 Narrative Remarks

10.2.. A separate sheet will be used to submit any additional information or remarks which support or explain data submitted in this report. Information on changes, as specified in the next two paragraphs, will also be reported in the remarks section.

10.2.2 General. The contractor will use the Remarks section of the Contract Funds Status Report to submit information regarding changes, as indicated below. A change in a line item will be reported when the dollar amount reported in Item 11, Col. k. of this submission differs from that reported in the preceding submission. The movement of dollar amounts from one column to another (Item 11, Cols. e. through j.), indicating a change in the firmness of fund requirements, need not be reported in this section. Change reporting should include the following:

10.2.2.1 The location of the changed entry (page, line, and column);

10.2.2.2 The dollar amount of the change;

10.2.2.3 The coded identification of the cause (see classification below); and

10.2.2.4 A narrative explanation of the cause of each change.

10.2.3 Change Categories. The contractor will use the categories shown in this paragraph for identifying the reasons for changing fund requirements. The System Manager will assist the contractor in assigning change categories to assure the assignment of the proper category in relation to the total program. These categories identify two basic causes for changes in funds requirements - change in the scope of the contract (identified simply as "Scope" changes) and changes in the price with no change in the scope ("Price" changes). Categories will be used as shown unless the contractor is advised of specific alternatives through contractual channels. While the general intent in providing categories for use is that one category will describe one change, it is recognized that more than one category may be required in selected cases of changes in estimates of fund requirements. In such cases reporting contractors should identify changes using more than one change category and utilize the Remarks section to describe the circumstances of overlap or duplication. The reasons for change are broken down as follows:

10. PREPARATION INSTRUCTIONS (Continued)

10.2.3.1 "Scope" Changes. There are four categories for this class of reasons for change in estimates. Report Total Funds Requirements changes (Item 11, Col. k.) due to:

10.2.3.1.1 Engineering Change\*. An alteration in the physical or functional characteristics of a system or item delivered, to be delivered, or under development, after establishment of such characteristics. Specific changes must be separately identified and quantified. Code A1.

10.2.3.1.2 Quantity Change\*. A change in quantity to be procured, the cost of which is computed using the original cost-quantity relationships, thereby excluding that portion of the current price attributable to changes in any other category. Code A2.

10.2.3.1.3 Support Change\*. A change in support item requirements (e.g., spare parts, training, ancillary equipment, warranty provisions, Government-furnished property/equipment, etc.). Code A3.

10.2.3.1.4 Schedule Change\*. A change in a delivery schedule, completion date or intermediate milestone. Each change must separately be identified as Government responsibility or contractor responsibility and quantified as to amount. Code A4.

10.2.3.2 Price Changes. There are three categories for this class. Report Total Funds Requirements changes (Item 11, Col. k.) due to:

10.2.3.2.1 Economic Change\*. A change due to the operation of one or more factors of the economy. This includes specific contract changes related to economic escalation and the economic impact portion of quantity changes not accounted for by the original cost-quantity relationships used to calculate quantity change variance. This category also includes changing constant or current dollar amounts in program estimates to reflect (1) altered price levels, or (2) definitized contract amounts. Code B2.

10.2.3.2.2 Estimating Change\*. A change in cost due to correction of error or refinements of the base estimate. These include mathematical or other errors in estimating, revised estimating relationships, etc. Excluded from this category should be revisions of cost estimates that occur because of other change categories, i.e., engineering, support, schedule, etc. For example, a cost change which occurs because of the addition of a new warhead is an engineering

DI-F-6004B (Continued)

10. PREPARATION INSTRUCTIONS (Continued)

change, and not an estimating change; a revised production schedule is a schedule change, not an estimating change. Code B3.

c. Other Changes\*. A change in contractual amount for reasons not provided for in other change categories. The reason for the change should be stated. Code B4.

10.3 General note for ADP personnel processing this report:

10.3.1 Coding must be as indicated in the instructions. In cases where specific coding instructions are not provided, reference must be made to the Department of Defense Manual for Standard Data Elements, DoD 5000.12M. Failure to comply with either the coding instructions contained herein or those published in referenced manual will make the noncomplier responsible for required concessions in data base communication.

CLASSIFICATION

CONTRACT FUNDS STATUS REPORT (DOLLARS IN _____)											
1 CONTRACT NUMBER		3 CONTRACT FUNDING FOR		5 PREVIOUS REPORT DATE		7 CONTRACTOR (Name, Address and ZIP Code)		9 INITIAL CONTRACT PRICE		10 ADJUSTED CONTRACT PRICE	
2 CONTRACT TYPE		4 APPROPRIATION		6 CURRENT REPORT DATE		8 PROGRAM		TARGET		CEILING	
11											
FUNDING INFORMATION											
CONTRACT WORK AUTHORIZED											
CONTRACT WORK AUTHORIZED (WITH F.I./P.I./P.I.F.I.)											
ACTUAL TO DATE											
AT COMPLETION											
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CLASSIFICATION

Figure 1

## Deliverable Item Technical Specification

Page 1 of 1

## Deliverable Item Technical Specification

Page 1 of 1

## Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: Engineering Drawings					
Deliverable No. D017	Acquisition Document No.	Frequency: As Required	First Submission:	Subsequent Submission:	Distribution:		
					Addressee	Copies	
						Draft	Final
<p>Remarks:</p> <p>A. Technical content guidance and specifications for Engineering Drawings is contained in the basic contract references and the specific Task Order.</p> <p>B. The Government shall require 30 days to review the report and provide comments to the Contractor. The Contractor shall revise and resubmit the report no later than 30 days after receipt of Government comments. The Government anticipates two iterations before approval.</p> <p>C. Drawings shall be produced in accordance with MIL-STD-100E, Notice 1 and MIL-T-31000.</p> <p>D. Drawings shall show the proposed equipment, and its detailed layout including any ductwork, piping, conduits, and clearances. The detailed layout drawings will also include elevations of all mechanical, electrical, heating, and ventilation equipment.</p>					SFIL-NSM	4	4
					SFIL-CMS	2	1
					SFIL-CME	2	1
					AED	2	1
					DDCC	0	1
		</					

# Non-Stockpile Chemical Warfare Materiel

## Deliverable Item Technical Specification

<i>Contract Title:</i> Non-Stockpile Systems Contractor II		<i>Specification Title:</i> Management Plan										
<i>Deliverable No.</i> D018	<i>Acquisition Document No.</i>	<i>Frequency:</i> Annual	<i>First Submission:</i> 30 DAA	<i>Subsequent Submission:</i>	<i>Distribution:</i>							
					<i>Addressee</i>	<i>Copies</i>						
						<i>Draft</i>	<i>Final</i>					
<i>Remarks:</i> A. Contractor may use its own format within the guidelines of this document specification. Document shall be legible and reproducible on standard 8 ½" X 11" paper, with electronic copy supplied on 3 ½" diskette or email as appropriate. All attachments shall be referenced and included with the plan. B. The Government shall require 30 days for review and comment on the draft plan submission. The Contractor shall revise and resubmit the plan 60 days following Government comment. The plan shall be reviewed and updated on an annual basis. C. This plan shall be revised an updated each time the Contractor receives a new task award. The revised plan shall include the updated requirements needed for completion of the new task. D. The deliverable shall include other Government agencies involved with efforts associated with this contract.					SFIL-NSM	4	4					
					SFIL-CMR	1	1					
					SFIL-CMS	1	1					
					SFIL-CME	1	1					
					SFIL-CMP	1	1					
					SFIL-CMI	1	1					
					AMSMC-PAE-D	1	1					
					TEU	1	1					
										<b>TOTAL:</b>	<b>11</b>	<b>11</b>
					<i>Prepared by:</i>		<i>Date:</i>	<i>Approved By:</i>		<i>Date:</i>	<i>Version:</i> 1.0	

Deliverable No. D018	Acquisition Document No.	Specification Title: Management Plan
<p><i>Instructions for Preparation:</i></p> <p>This plan describes the Contractor's organization, assignment of functions, duties, and responsibilities, management procedures and policies, and reporting requirements for the conduct of task orders under this contract. This plan shall include:</p> <ul style="list-style-type: none"> <li>• A cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Deliverable Number, the security classification, and the name of the issuing Government activity.</li> <li>• A summary which includes a brief statement of the overall organizational approach to managing this contract, and the corporate support provided by the organization to accomplish all objectives</li> <li>• A table of contents and index</li> <li>• Organizational structure <ul style="list-style-type: none"> <li>• Supporting narrative describing corporate structure</li> <li>• Functional relationships</li> <li>• Responsibilities</li> <li>• Participating elements and subcontractors</li> </ul> </li> <li>• Contracted effort management <ul style="list-style-type: none"> <li>• Organizational chart identifying key personnel and decision makers</li> <li>• Definition of lines of control and authority</li> <li>• Contractor / Government interface and conflict resolution</li> <li>• Subcontractor interface and conflict resolution</li> </ul> </li> <li>• Methodology <ul style="list-style-type: none"> <li>• Technical approaches (as applicable) <ul style="list-style-type: none"> <li>• Task management</li> <li>• Property management</li> <li>• Planning</li> <li>• Logistics &amp; maintenance</li> <li>• Training</li> <li>• Operations</li> <li>• Documentation</li> <li>• Engineering and development</li> <li>• Test and evaluation</li> <li>• Fabrication</li> <li>• Configuration management</li> <li>• Security</li> <li>• Safety</li> <li>• Quality Assurance &amp; standardization</li> <li>• Environmental compliance</li> <li>• Delivery &amp; acceptance procedures</li> </ul> </li> <li>• Milestone development</li> </ul> </li> <li>• Personnel plan <ul style="list-style-type: none"> <li>• Staffing requirements</li> <li>• Retention and turnover management</li> <li>• Downtime management</li> <li>• Skill, education, and security requirements</li> </ul> </li> </ul> <p>The plan shall include the following specific attachments:</p> <ol style="list-style-type: none"> <li>1. <b>Government / Subcontractor Support Plan:</b> This plan shall discuss the roles and responsibilities of Government agencies and any other contractors involved with other operations or directly supporting the Contractor's operation at the site. Operational areas to be covered include, but are not limited to, air monitoring, sampling, emergency response, packaging of samples, emergency recovery and destruction of CWM, hazardous waste transportation and disposal, safe/secure transportation of suspect chemical surety material samples or munitions, and on-site destruction of recovered munitions determined to be unsafe for transportation. Specifically, the clear delineation of responsibilities of the Technical Escort Unit (TEU) in the handling and transport of CWM determined to be unsafe for transportation, or of suspect chemicals surety material (CSM) samples and munitions shall be discussed.</li> </ol>		

Deliverable No. D018	Acquisition Document No.	Specification Title: Management Plan
Instructions for Preparation: 2. <b>Data Control Plan:</b> Considerations shall be taken for fire protection, redundant files, and technical information libraries. This plan shall discuss the following processes: <ul style="list-style-type: none"> <li>• Receipt of data</li> <li>• Storage/filing</li> <li>• Retrieval</li> <li>• Incorporation of revisions and changes</li> <li>• Reproduction</li> <li>• Distribution</li> <li>• Bookkeeping</li> <li>• Document security</li> <li>• Disposal</li> <li>• Audit guidelines</li> <li>• Document turnover to the Government</li> <li>• Data control training</li> </ul>		

## Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: Environmental Compliance Plan					
Deliverable No. D019	Acquisition Document No.	Frequency: As Required	First Submission: By Task	Subsequent Submission: By Task	Distribution:		
					Addressee	Copies Draft      Final	
<p>Remarks:</p> <p>A. This plan shall be submitted as specified by individual Task Order. This plan shall be site specific. An approved, final plan is required prior to initiating operations at any specific site. The requirements of this plan may be tailored to a specific site application with written approval from the COR, to be included with the submitted final document.</p> <p>B. This plan shall address the specific requirements of the individual task order to accomplish the contracted efforts. This plan shall be used for the environmental management of the task objectives, and is separate from the Site Specific Environmental Protection Plan of the SSWP. The Environmental Compliance Plan shall ensure the site operations are managed in compliance with all Federal, State, and local environmental regulations. This plan shall also be used for obtaining and managing any permits required to complete site operations.</p> <p>C. Contractor may use its own format within the guidelines of this document specification. Document shall be legible and reproducible on standard 8 ½" X 11" paper, with electronic copy supplied on 3 ½" diskette or email as appropriate. All attachments shall be referenced and included with the report.</p>					SFIL-NSM	3	2
					SFIL-CMS	1	1
					SFIL-CME	2	1
					SFIL-CMP	1	1
					AMSMC-PAE-D	0	1
					TEU	1	1

Deliverable No. D019	Acquisition Document No.	Specification Title: Environmental Compliance Plan
<p><i>Instructions for Preparation:</i></p> <p>The Contractor shall prepare, for Government approval, an Environmental Compliance Plan, which describes in detail the processes and management approach to ensure compliance with all Federal, State, and local environmental regulations to include any permitting actions required to complete site operations. The Contractor shall prepare the plan specifically tailored to the task order, and provide the detailed applicable CERCLA or RCRA information for the site tasked. Specifically, the plan shall include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Site background</li> <li>• Applicable regulatory guidance               <ul style="list-style-type: none"> <li>• Detailed listing of all applicable regulations</li> <li>• Breakdown of Federal, State, and local environmental management for the specific site</li> <li>• Environmental management requirements for intended task, to include all subtasks</li> </ul> </li> <li>• Permit requirements               <ul style="list-style-type: none"> <li>• Detailed listing of existing, pending, and necessary permits for task completion, to include building permits</li> <li>• Thorough process description for obtaining and maintaining permits for life of task</li> <li>• Permit closure requirements</li> </ul> </li> <li>• Compliance management               <ul style="list-style-type: none"> <li>• Environmental audit procedures</li> <li>• Notice of Violation (NOV) corrective action process</li> </ul> </li> <li>• Waste disposal               <ul style="list-style-type: none"> <li>• Non-hazardous waste</li> <li>• Hazardous waste</li> <li>• CWM waste</li> </ul> </li> </ul>		

## Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: System Safety Program Plan									
Deliverable No. D020	Acquisition Document No.	Frequency: Once	First Submission: 30 DAA	Subsequent Submission:	Distribution:						
					Addressee	Copies					
	Draft	Final									
<p>Remarks:</p> <p>A. An approved, final plan is required prior to initiating operations at any specific site. The requirements of this plan may be tailored with written approval from the COR, to be included with the submitted final document. The Government reserves the right to make comments and suggest revisions within 30 days of submission. The Contractor shall revise and resubmit within 7 days. This plan shall be updated annually.</p> <p>B. This plan shall meet the requirements of AR 385-16, the CSDP System Safety Management Plan, and MIL-STD-882B. The SSPP shall identify a Safety Manager who will have authority to implement this plan. In the event of personnel change, a revision of this plan must be submitted.</p> <p>C. Contractor may use its own format within the guidelines of this document specification. Document shall be legible and reproducible on standard 8 ½" X 11" paper, with electronic copy supplied on 3 ½" diskette or email as appropriate. All attachments shall be referenced and included with the report.</p>					SFIL-NSM	7	7				
					SFIL-CMS	3	2				
					SFIL-CME	2	1				
					AMSMC-PAE-D	0	1				
					AED	2	1				
					TEU	2	1				
					DDCC	0	1				
							TOTAL:	16	14		
					Prepared by:		Date:	Approved By:		Date:	Version: 1.0

Deliverable No. D020	Acquisition Document No.	Specification Title: System Safety Program Plan
<p><i>Instructions for Preparation:</i></p> <p>The Contractor shall prepare, for Government approval, a System Safety Program Plan, which describes in detail the tasks and activities of system safety management and system safety engineering required to identify, evaluate, and eliminate or control hazards throughout the system life cycle. The purpose of this plan is to provide a basis of understanding between the Contractor and PMNSCM to ensure that adequate consideration is given to safety during all life cycle phases of the program and to establish a formal, disciplined program to achieve the system safety objectives. Specifically, the plan shall include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• System safety organization <ul style="list-style-type: none"> <li>• Safety organization and function within the Contractor, and its relationship to the program</li> <li>• Responsibility, authority, and accountability of system safety personnel, other organizations, and subcontractors</li> <li>• Hazard resolution authority</li> <li>• Integration and coordination of system safety efforts, including information dissemination</li> <li>• Management decision process for critical hazard identification, corrective action, and project deviations</li> </ul> </li> <li>• Safety and Health review program <ul style="list-style-type: none"> <li>• Equipment and facility design</li> <li>• Engineering Change Proposals</li> <li>• Pre-operational surveys</li> <li>• Operations</li> <li>• Quantitative and qualitative hazards analysis methods</li> <li>• Safety audits</li> </ul> </li> <li>• Item-by-item safety review and requirements analysis <ul style="list-style-type: none"> <li>• System safety risk assessment process in accordance with MIL-STD-882B</li> <li>• Hazard log and tracking system development</li> <li>• System safety testing program</li> <li>• Establishment process for safety and health training requirements</li> </ul> </li> <li>• Integration of safety and health findings from the review and tracking process</li> <li>• Safety verification procedures</li> </ul>		

## Deliverable Item Technical Specification

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Deliverable No. D021	Acquisition Document No.	Specification Title: Accident Prevention Safety Program
<p><i>Instructions for Preparation:</i></p> <p>The Contractor shall develop and implement an Accident Prevention Safety Program, as required by the subsequent task order. The Accident Prevention Safety Strategy shall detail the Contractor's strategy for the prevention of both personnel injury and damage to equipment and facilities from chemical agent, explosion, and industrial related accidents during site operations. Specifically, the plan shall include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Safety administration</li> <li>• Safety training</li> <li>• Safety education</li> <li>• Safety promotion</li> <li>• Safety engineering</li> <li>• Safety inspections</li> <li>• Safety standards and codes</li> <li>• Accident investigation and reporting</li> <li>• Accident analysis</li> <li>• Safety records</li> </ul>		

## Deliverable Item Technical Specification

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Deliverable No. D022	Acquisition Document No.	Specification Title: Contract Performance Plan
<p><i>Instructions for Preparation:</i></p> <p>The Contractor shall develop and implement a Contract Performance Plan, as required by subsequent task order. The Contract Performance Plan shall define the Contractor's organization, controls, responsibilities, interfaces, procedures, technical approach, methods, schedules, and resources necessary to implement and accomplish contractor program management and performance of the specified contract. This plan will provide a baseline for measurement of Contractor performance. Specifically, the plan shall include, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. <b>Organization:</b> Chats and supporting narrative describing the management structure the contractor establishes to manage the contractual commitments. The plan shall define the direct lines of control, responsibilities, functional relationships, and authority between the management organization for this program and the contractor's other organizational elements. The plan shall also describe all interfaces between the contractor and the Government, and between the contractor and other contractors that are necessary and pertinent to the accomplishment of contractual tasks, projects, or programs.</li> <li>2. <b>Technical Approach:</b> A narrative description of the technical approach or methods the contractor shall employ to accomplish contractual tasks, projects, or programs.</li> <li>3. <b>Program Schedule:</b> A detailed program schedule of each work element, tasks, or phases showing the period and time phase relationship of each work element, tasks, or phase. The appropriate project milestones, sequential task completion dates, and deliverable submission dates shall be identified.</li> <li>4. <b>Labor Hours:</b> Man-hour estimates by labor category for each work element, task, or phase should be provided by month in a tabular format, with cumulative totals.</li> <li>5. <b>Cost Data:</b> Labor costs associated with the man-hours identified, along with material costs and other direct charges by task, element, or phase, with cumulative totals.</li> </ol>		

## Deliverable Item Technical Specification

Contract Title: Non-Stockpile Systems Contractor II		Specification Title: System Safety Hazard Analysis Report					
Deliverable No. D023	Acquisition Document No.	Frequency: As Req	First Submission: 30 DAA	Subsequent Submission:	Distribution:		
					Addressee	Copies	
	Draft	Final					
<p>Remarks:</p> <p>A. The requirements of this report may be tailored with written approval from the COR, to be included with the submitted final document. The Government reserves the right to make comments and suggest revisions within 30 days of submission. The Contractor shall revise and resubmit within 30 days. This plan shall be reviewed and revised at the completion of each phase of system development.</p> <p>B. The Contractor shall generate data for this report in accordance with MIL-STD-882C.</p> <p>C. Contractor may use its own format within the guidelines of this document specification. Document shall be legible and reproducible on standard 8 ½" X 11" paper, with electronic copy supplied on 3 ½" diskette or email as appropriate. All attachments shall be referenced and included with the report.</p>					SFIL-NSM	2	2
					AMSMC-PAE-D	0	1

Deliverable No. D023	Acquisition Document No.	Specification Title: System Safety Hazard Analysis Report
<p><i>Instructions for Preparation:</i></p> <p>The Contractor shall prepare a System Safety Hazard Analysis Report for any new or modified system, as required by specific Task Order. This report is generated using the data in accordance with MIL-STD-882C. An analysis will be performed during each phase of system development or modification. Specifically, the plan shall include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Descriptions of the physical and functional characteristics of the system and its components</li> <li>• Capabilities, limitations, and interdependence of these components as relevant to safety</li> <li>• System block diagrams or functional flow diagrams</li> <li>• Summaries of data used to determine safety aspects of design features</li> <li>• Summary of hazard analysis results</li> <li>• Subsystem failure mode descriptions, emphasizing interfacing subsystem operations</li> <li>• Configuration or phase of system when hazards are encountered</li> <li>• Complete descriptions of the potential/actual hazards inherent in the item being analyzed, or resulting from normal actions, equipment failure, or handling of hazardous materials</li> <li>• Detrimental effects which could be inflicted on the subsystem, system, other equipment, facilities, or personnel resulting from identified hazards, to include possible upstream and downstream effects</li> <li>• A risk assessment for each hazard, to include classification of severity and probability of occurrence prior to any hazard mitigation</li> <li>• Recommended action to mitigate the identified hazards, with sufficient technical detail to permit design engineers the ability to develop and assess design criteria resulting from the analysis, including alternate designs and life cycle cost impacts</li> <li>• The effects of recommended actions on the assigned risk assessment</li> <li>• Any information relating to the hazards not discussed in other areas of the report</li> <li>• Status of pending actions to mitigate existing hazards</li> <li>• Complete list of cautions, warning notes, and procedures required for operation and maintenance manuals and training courses</li> </ul>		

## Deliverable Item Technical Specification

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